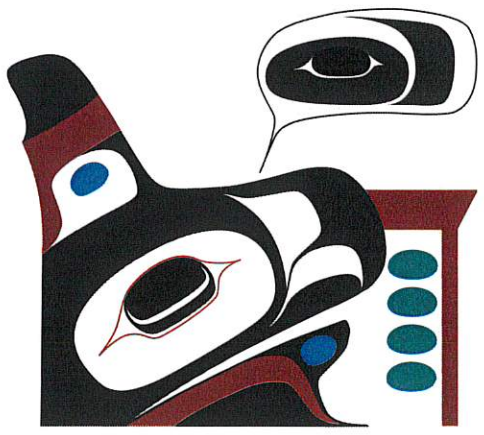


Board Meeting
MAY 13 2021
CCRD ITEM Part 1 (A) (a)



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: April 15, 2021

ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.

REGULAR BOARD MEETING MINUTES – April 15, 2021

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall Director Jayme Kennedy Director Lawrence Northeast Chair Schooner
Staff:	Chief Administrative Officer Recording Secretary, PC Operations Manager Executive & Operations Assistant Finance Manager Records and Accounting Clerk Contractor	Courtney Kirk Evangeline Hanuse Ken McIlwain Destiny Mack Ye-Ne Byun Melanie Ward Donna Mikkelson
Delegations:	Emergency Management BC CCRD Constituent	Ryan Wainwright David Schadt Tom Mesi

PART I – INTRODUCTION

1. Call to Order

Chair Schooner called the meeting to order at 9:05 a.m. and acknowledged the territories of the Nuxalk Nation, Heiltsuk Nation and Wuikinuxv Nation, and respective First Nations Territories in which CCRD provides services.

2. Adoption of Agenda

21-04-01 M/S Directors Kennedy/Hall THAT the Agenda be adopted as amended by adding the following late items: Denny Island Recreation Commission Meeting Minutes December 10, 2020, Community Clean Up Request, Request from Bella Coola Music Festival for consideration of late amended application for a 2021 Grant in Aid Award, and Request for Decision – Fundraising Authorization for Bella Coola Airport.

CARRIED

3. Disclosures of Financial Interest

The Chair reminded Board Members of the requirements of Sections 100(2) (b) and 101(1) (2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the subject matter which is being discussed.

No disclosures of financial interests were made.

4. Disclosures of Interests Affecting Impartiality.

The Chair reminded Board Members that in the interest of good governance where there is a perceived interest that may affect their impartiality in consideration of a matter a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

ADOPTION OF MINUTES

a) Special Board Meeting Minutes March 25, 2021

21-04-02 M/S Directors Northeast/Kennedy THAT the March 25, 2021 minutes be adopted as presented. **CARRIED**

b) Regular Board Meeting Minutes March 11, 2021

21-04-03 M/S Directors Northeast/Kennedy THAT the March 11, 2021 minutes be adopted as presented. **CARRIED**

PART II – PUBLIC CONSULTATION

1. DELEGATIONS

a) Ryan Wainwright and David Schadt – Emergency Management BC

Chair Schooner welcomed the delegation reminding the Board and delegates of the allotted time of 15 minutes.

Mr. Wainwright is a Senior Regional Manager with EMBC’s Vancouver Island Region. Mr. Wainwright provided his presentation as follows:

Mr. Wainwright noted that he was speaking from the traditional territory of the W̱SÁNEĆ peoples, in Southern Vancouver Island. Mr. Wainwright is the Senior Regional Manager of the Vancouver Island and Central Coast Region. This is a new boundary shift. Mr. Wainwright spoke with CAO Kirk and was extended an invitation to speak to the Board about the transition of responsibility of EMBC’s legislative mandate delivery from North East (Prince George) over to Vancouver Island/Central Coast. The main office is in Victoria at EMBC Headquarters.

EMBC’s service model is focused around 6 regions. Boundaries for the regions were set in the 90s. They are somewhat arbitrary. They try to align with regional district areas but sometimes this is not the case. EMBC’s experience working with communities in the Central Coast area for the past 10-15 years is that the communities are remote from major service centres. They rely on each other first and then on support from outside. When the weather is bad it is hard to get in and out, hard to get support and coordinate support. Each community has shared and individual challenges

around the funding model, resilience, and capacity. We have seen that in events, starting with the flood in 2010 and moving forward, is that for EMBC, it is difficult to provide a level of service that the Central Coast needs. From Prince George it is a 17 hour drive. Sometimes it is hard to fly in.

What is known is that EMBC is modernizing legislation and is being brought into the 21st century. The current process underway is one of placing Regional Managers in remote areas to support communities in all phases of emergency management. Those are folks that are willing to move into communities they serve and be available when things are bad in terms of emergency events. A few areas around the province were found and are moving forward and hopefully this is a beginning in our change of culture.

Mr. Wainwright displayed a map image which is an older version showing the EMBC regions. Just above the tip of the North Island is where the CCRD is right now. The Central Coast has social, cultural, and economic ties to the Sunshine Coast and sometimes it is easier to get there from Vancouver Island/Sunshine Coast. This version of the map is in the draft phase. Looking at what the final boundary will look like, the CCRD is moving down to be served from Victoria and with a Regional Manager moving into community. There is some discussion ongoing as to whether Kitasoo/Xai'xais will also join our region, not including the uninhabited surrounding areas.

A timeline was put together and a job advertisement for Regional Manager was sent out. The criteria for the job was finding someone who was willing to move to Bella Coola to make sure resources were in place when needed and to address the historical support that we should have been providing but geography and resources inhibited that.

The Board asked if the callout was also done in the region itself? There is another strain on housing to bring someone new in.

Mr. Wainwright noted there were local candidates and both of the individuals withdrew. The job was advertised across the province and open to anyone who was willing to move. Part of EMBC's desire with the remote roles, as they mature and when the job grows and when Mr. Schadt moves on, there will be a chance to build capacity within the community.

To continue on with the timeline:

- From January to February 2021, the Regional Manager job competition was open and awarded to David Schadt.
- From February to April 2021 there was a gradual administrative transfer of EMBC operational responsibilities from the North East
 - Mr. Schadt sat on phone calls, went on a house hunting trip in March, and met with some folks in the region.
- From April to May a significant date took place on April 5th in which the 24/7 emergency calls started coming to Vancouver Island/Central Coast Region as opposed to the North East. Mr. Schadt has now taken over some of the ongoing calls.
- From May to June it is hoped that Mr. Schadt will relocate to Bella Coola.

The CCRD and Nuxalk have had tensions with the partnership. Mr. Wainwright wants to differentiate between the partnership role and what EMBC expects of its Regional Managers in

community. Mr. Schadt's job will be to form relationships with all of the emergency management representatives in his region. He will spend time on boats, down to Heiltsuk, Wuikinuxv and potentially in Kitasoo/Xai'xais. His office will be located with the FLNRO office at the airport. Support will be given to all of the communities in all phases of emergency management. That means support is available for in person training and remote on demand training. Examples of support from Mr. Schadt will be around EOCs and exercises with other community groups.

Mr. Schadt is familiarizing himself with funding streams and federal programs so he can work with communities and help prepare applications. Mr. Schadt is able to be in the region when it is being impacted by an emergency. Coaching in EOCs can take place, he will be able to let EMBC know what resources are needed, and train the community on 'speaking EMBC'.

The Board noted that in various CCRD areas, there are areas where water breaks through, and contributed to the 2010 flood. There are pieces of dykes that are missing. Could Mr. Schadt find a solution to where the problems are and utilize preventative actions? There is always flooding in the Bella Coola Valley.

Mr. Wainwright said that this is absolutely possible. Mr. Schadt's responsibility will be to support and amplify the voices of the community and look at funding and response planning. What does it take to plug the gap in advance of a future event? What does it take to build up the very bureaucratic material needed to effect long term change? He will work as a bridge during emergency management conversations between the CCRD, Indigenous communities, EMBC and the federal government in order to address long term issues. It is hoped his presence and skills will be able to really start to look at and address long term issues.

The Board noted that this is a great opportunity. There is excitement in meeting Mr. Schadt and hope that he finds quality housing. With respect to Kitasoo/Xai'xais, the CCRD has worked with them during the pandemic in weekly regional EOC calls. The Kitasoo/Xai'xais uses the same hospital as the Heiltsuk and there are extended family lineages. The Board has concern if Kitasoo/Xai'xais is left out as some of the jurisdictional lines are arbitrary and cause confusion during an emergency event. The respective Indigenous nations do not view their territories as being limited to on reserves. Emergency situations often involve title and reserve lands. When the Nathan E. Stewart disaster occurred, diesel spilled in the Seaforth Channel and washed up on the foreshore of the reserve. The Board encouraged a conversation with Chief Robinson of Kitasoo/Xai'xais directly.

Mr. Wainwright thanked the Board and noted appreciation for the feedback. Mr. Wainwright clarified that EMBC will be seeking a conversation with Kitasoo/Xai'xai, along with broader conversations taking place of outmoded ideas of jurisdiction and authority. Modernization is coming. Mr. Wainwright does not want to indicate that an impact on traditional territory will exclude Kitasoo/Xai'xais. It will be part of Mr. Schadt's job to be a bridge between the jurisdiction as it is currently understood and the impacts on traditional territory, just as it will be his duty to understand and get involved in conversations around that for Heiltsuk, Nuxalk and Wuikinuxv Nations. The overlapping relationships exist all across the province in all of the regions. EMBC is growing into that to make sure traditional territory concerns are addressed by the communities. Mr. Wainwright hopes this explanation alleviates concern and reiterates that the inclusion of Kitasoo/Xai'xais depends on further conversations with them.

The Board further added that it is a good idea and appreciates EMBC reaching out. There are shared territories between Heiltsuk and Kitsoo/Xai'xais.

Mr. Wainwright invited Mr. Schadt to introduce himself to the Board. Mr. Schadt noted that his March trip into the Bella Coola Valley was limited due to COVID-19. In future Mr. Schadt hopes to engage with the community, which is also dependent on when he can move to Bella Coola. Mr. Schadt indicated that he has 13 years of emergency management experience with EMBC. His experience also includes a 24/7 reporting centre, dealing with all kinds of hazards and search and rescue. He is looking forward to serving the community. Mr. Schadt thanked the Board for their time and was open to any questions.

The Board noted the flood that occurred in Bella Coola in 2010, as well as the wildfires that closed the highway. The Central Coast region is tightknit as the Heiltsuk during these times were preparing their homes to make them available for potential evacuees.

Chair Schooner thanked Mr. Wainwright and Mr. Schadt for the presentation and concluded the delegation.

b) Tom Mesi – CCRD Constituent

See further below.

PART III – LOCAL GOVERNANCE

(A) OPERATIONS UPDATES & POLICY MATTERS ARISING

FINANCIAL SERVICES

a) Presentation to the Board by KPMG Representatives

Chair Schooner welcomed Michaela Roque and Tamara Taylor from KPMG who proceeded with their presentation as follows:

Ms. Roque introduced herself as a Partner at KPMG. They have been the CCRD's Auditors for 3 years. Ms. Roque is joined by Manager Tamara Taylor.

The Independent Auditor's Report denotes any issues. This year KPMG is issuing a qualified opinion due to the understated landfill liability. It is recognized that there has been work done this year with engineers to address the landfill liability and assessment is ongoing with more discussion to follow. There were no material mis-statements found.

In terms of the landfill closure and post-closure liability, public sector accounting standards require that where a landfill is owned and operated, the owner must be able to record the expenses in future that are going to be incurred to close the landfill and to make sure once the landfill is closed any obligations to return the land to its original state is all accounted for here. This is the qualification that KPMG provides in their Auditor's Report. The \$210,000 was calculated based on

a method that was originally determined by CCRD management. The standards will change with the asset retirement obligation. \$210,000 was understated and now KPMG awaits CCRD management implementing in the upcoming year its estimated liability for total costs.

Long term debt of \$53,431 will be extinguished in November 2022. This compares to \$78,254 in 2019. Regular payments are being made on the debt incurred as a result of the construction of the town site water distribution system in 1997.

The Board asked about net financial assets of 2 million, and if the money in the bank is or is not assigned to any specific project in the future. Ms. Roque responded that it is made up of cash and accounts receivable. Of the 4.3 million, 2 million will be spent on future projects. Again, with post-closure liability getting increased, the money will be eaten up by future liabilities. It looks like there is a lot there to be spent but that is not the case.

CAO Kirk added that the question is an important one and that clarification is also extremely important. For regional district financing, expenditure capabilities are tied to the 5-year financial plan and tied to the service specific budget allocations. There is no ability to just pull all the money together from different services and spend it. There are surpluses allocated in each service and those are outlined in the schedules. There are rules that KPMG needs to follow in terms of how financial statements get reported. That does not translate to CCRD having the discretion of pulling out of various service budgets, for example surplus amounts and pooling them to spend on something else, just in case that is the perception that these financial statements are conveying.

The Board noted that this answered their question.

In looking at the Statement of Operations, the revenue budgeted was \$8,768,404 and the actual amount came in at \$2,388,586. Things happen throughout the year wherein actuals are not reflected in the budget. As for expenditures, the public sector standards require that expenses get organized by function. Expenses came in at \$1,673,897 compared to 1.9 million in 2019. The annual surplus is \$714,689. Note 13 breaks down the revenues and expenditures.

COVID-19 is still an impact and is ongoing with the pandemic worldwide. Management has provided a summary of what happened in the year to the users of the statements. Some temporary declines in investments and interest rates took place. The CCRD also received notice to reduce transportation services and user fee revenue at the Bella Coola Airport, declared a local state of emergency, maintained essential services at the admin and airport offices, temporarily relocated non-essential employees to work from home, and reduced or modified some service levels. This is a requirement of the auditing standards on how the pandemic impacted the organization.

There is a note about the Hagensborg Water District and as of January 1, 2021, the CCRD obtained assets, obligations and anything to deal with the District has transferred. KPMG lets the users know about that as a subsequent event.

The Board asked that if anything happens to the Hagensborg Waterworks, is the CCRD now responsible for addressing this. CAO Kirk affirms this is correct.

Ms. Roque moved on to the executive summary, and stated that management must sign the representation letter letting KPMG know that they were given all of the information required and then the final financial statements will be issued. KPMG will need to obtain evidence of the Board's approval of the audited statements. Ms. Roque will ask if there are any subsequent events that need to be included in the financial statements since the performance of the audit. If the Board or Administration can think of anything throughout the presentation, inform Ms. Roque.

In terms of accounting policies and changes, there are no new accounting standards effective for the 2020 fiscal year. There was a new auditing standard around estimates which becomes very critical when looking at the landfill liability. A lot of work has taken place toward removing the qualification.

Audit materiality this year is \$70,000. There were two uncorrected audited statements this year. The books were clean without a lot of adjustments and things were looking good. Ms. Roque confirms to the Board there are strict checks and balances to ensure KPMG is independent from the entity from January 1, 2020 to the date of this report. The audit this year was done virtually. It worked well and was successful due to a great and open finance team.

In terms of the landfill closure and post-closure liability, there were a lot of preliminary calls with management and the engineers. Next year there will be additional procedures to ensure plans are incorporated to remove the qualification.

In terms of the annual increase for the year, the auditors ask anyone if there is fraud, identified, suspected, or alleged fraud and please contact KPMG. Also reach out if there were any unusual transactions that were not presented. The auditors believe everything has been captured for the 2020 fiscal year.

The Directors asked Ms. Roque to describe materiality further. Ms. Roque noted that the total revenue was \$2,388,000 so the auditors take 3% at \$70,000. This is the base threshold. If anything is above \$70,000 and is an audit misstatement the auditors would ask management to correct this. If not the statements would be misstated. It would also impact the audit opinion. Materiality is the number that when the audit is taking place, the auditors cannot look at every transaction done for the whole year, so a threshold must be set where if something was misstated or incorrect in the financials, that it's clearly misstated.

In terms of adjustments and differences, there is a debt reserve funding liability which isn't a true liability. Liabilities are overstated by the \$10,000 because the Municipal Finance Authority doesn't expect to keep your deposit so the \$10,000 liability should be removed at some point. For water capital, there's a classification differential that the auditors will work with managers on to make sure the classification is perfected.

The Board asked what the water capital fund was. Ms. Roque responded that it is the value of the assets that water has purchased and is not a surplus or funds to be used. These are purchases that have been made for water specifically and tracked in the water capital fund. Since inception the openings need to be moved appropriately between certain different funds. The regional district tracks general capital and water capital.

In terms of control and other observations, there were no significant control deficiencies found.

CAO Kirk added that every quarter she reviews a report to see if there are deleted transactions to maintain accountability so that that function is not being used and is reported if it is used. A division of responsibility is maintained and in QuickBooks they reverse transactions as opposed to delete entries.

In terms of cyberattacks, they have happened to other regional districts and to clients of KPMG. With the pandemic occurring there is an aggressive environment with cyberattacks. The auditors wanted to mention this in terms of prevention and training that KPMG offers. If there are bank requests or something similar, check in with the vendor over the phone and not just via email. CAO Kirk noted that the CCRD is moving into a cloud-based system so there will be a comprehensive review of cyber safety and further this is a serious issue and something to incorporate in terms of a risk management strategy.

In conclusion, Ms. Roque wants to remind the Board about asset retirement obligations. There will be a new standard starting on April 1, 2022 requiring cost of decommission and cleaning up certain assets that they have. This includes assets that may include asbestos for example and other environmental impacts that need to be dealt with getting land back to its original state. Legal requirements will need to be estimated and recorded as a liability. There are estimates the CCRD might need external support with. Prepare for this in the budget to bring in specialists.

The Board asked about Schedule 4 on the Denny Island Recreation service as it lists a surplus and whether the \$15,640 surplus is available for expenditure. CAO Kirk suspects that the numbers are pooled, and there is still a VCH Healthy Communities grant and the cash surplus built up over a few years of operations. FM Byun confirmed that the explanation is accurate. The Active Communities Grant was around \$9,400.

21-04-04 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District recess this meeting at 11:10 a.m. to convene the Hospital District meeting. **CARRIED**

The Board reconvened at 11:35 a.m.

b) Request for Decision: CCRD 2020 Consolidated Financial Statements, Audit Report and Representation Letter

21-04-05 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: CCRD 2020 Consolidated Financial Statements, Audit Report and Representation Letter. **CARRIED**

c) CCRD Audit Findings Report for the Year Ended December 31, 2020 Prepared by KPMG

- 21-04-06 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receives the CCRD Audit Findings Report for the Year Ended December 31, 2020 prepared by KPMG. **CARRIED**
- d) CCRD 2020 Consolidated Financial Statements prepared by KPMG**
- 21-04-07 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the CCRD 2020 Consolidated Financial Statements prepared by KPMG. **CARRIED**
- 21-04-08 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District approves the CCRD 2020 Consolidated Financial Statements prepared by KPMG. **CARRIED**
- e) CCRD 2020 (Unaudited) Schedules of Revenue and Expenditures prepared by KPMG**
- 21-04-09 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the CCRD 2020 (Unaudited) Schedules of Revenue and Expenditures prepared by KPMG. **CARRIED**
- f) CCRD Representation letter to KPMG**
- 21-04-10 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Draft Representation letter to KPMG regarding the CCRD 2020 Audit Findings Report. **CARRIED**
- 21-04-11 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District authorizes the Draft Representation letter to KPMG regarding the CCRD 2020 Audit Findings Report. **CARRIED**
- g) Financial Services Quarterly Variance Report 2021**
- 21-04-12 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Financial Services Quarterly Variance Report 2021. **CARRIED**
- h) CCRD Budget vs. Actual March 2021**
- 21-04-13 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the CCRD Budget vs. Actual March 2021. **CARRIED**

ADMINISTRATIVE SERVICES

- i) **Correspondence for Information: Letter from Deputy Minister of Municipal Affairs re COVID-19 Safe Restart Grant for Local Governments CCRD Allocation Letter (March 22, 2021)**

21-04-14 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Letter from Deputy Minister of Municipal Affairs re COVID-19 Safe Restart Grant for Local Governments CCRD Allocation Letter. **CARRIED**

- j) **CCRD CAO Response Letter to Deputy Minister of Municipal Affairs re COVID-19 Safe Restart Grant for Local Governments CCRD Allocation Letter (April 9, 2021)**

21-04-15 M/S Directors Northeast/Hall THAT the Board of Directors of the Central Coast Regional District receives the CCRD CAO Response Letter to Deputy Minister of Municipal Affairs re COVID-19 Safe Restart Grant for Local Governments CCRD Allocation Letter. **CARRIED**

The Board recessed at 11:57 p.m.
The Board reconvened at 12:33 p.m.

COMMUNITY & DEVELOPMENT SERVICES

- k) **Request for Decision: Grant in Aid – Amended Allocations for 2021**

Director Bertrand, Area A, provided the following disclosure:

I disclose that there may be an appearance of a conflict of interest with respect to me considering a grant in aid application by the SHED Society, which is a legal aid society, which is applying for funds to deliver pro bono legal services and advice to Area A and Area B. I am the only private sector lawyer resident in the Central Coast Regional District. I am characterizing this as an interest affecting impartiality because I spoke with Anne Fletcher about the application and we don't see our services competing at all because her legal services are for people who can't pay for a lawyer whereas I only charge people that can pay. She is serving clientele that I couldn't make money from. I just wanted people to know that and we have discussed the issue. I don't perceive our services competing and there is no financial conflict of interest. I declare I will consider this matter on its merits and vote accordingly.

Director Kennedy, Area C, provided the following disclosure:

I, Board Member Kennedy disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have an indirect pecuniary interest that constitutes a conflict of interest in item K.

The reason for my declaration is that I am the Chair of the Discovery Coast Music Festival Society with an interest in the item being discussed. I will exit the virtual room during this discussion in accordance with Sections 101(1) and (2) of the Community Charter.

Director Kennedy left the meeting.

21-04-16 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District resolve that Grant in Aid funds be distributed as follows:

SHED Society – Bella Coola Legal Advocacy Program.....	2,856
Bella Coola Valley Tourism.....	1,427
Bella Coola Community Support Society – Equine Program.....	1,997
Bella Coola Valley Sustainable Agricultural Society.....	1,883
Lobelco Community Club.....	570
Bella Coola Valley Arts Council.....	285
Bella Coola Valley Ridge Riders.....	1,426
Denny Island Community Development Association.....	5,135
Bella Coola Valley Festival of Arts.....	171
Discovery Coast Music Festival Society.....	2,853
Total.....	\$18,600

l) Request from Bella Coola Music Festival for consideration of late amended application for a 2021 Grant in Aid award

21-04-17 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receives the request from the Bella Coola Music Festival for consideration of a late amended application for a 2021 Grant in Aid award. **CARRIED**

Director Kennedy returned to the meeting.

m) Correspondence for Information: Heiltsuk Horizon Response Letter

21-04-18 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Heiltsuk Horizon Response Letter. **CARRIED**

RECREATION SERVICES

n) Report: Parks and Recreation Service Update

21-04-19 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Report: Parks and Recreation Service Update. **CARRIED**

o) Centennial Pool Commission Meeting Minutes

a. March 15, 2021

21-04-20 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Centennial Pool Commission Meeting Minutes March 15, 2021. **CARRIED**

b. February 22, 2021

21-04-21 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Centennial Pool Commission Meeting Minutes February 22, 2021. **CARRIED**

p) Denny Island Rec Commission Poster for Commissioners

21-04-22 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Rec Commission Poster for Commissioners. **CARRIED**

q) Denny Island Recreation Commission Meeting Minutes December 10, 2020

21-04-23 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Recreation Commission Meeting Minutes December 10, 2020. **CARRIED**

PUBLIC WORKS SERVICES

- r) Urban System Project Updates:**
 - a. Denny Island Water System – March 2021**
 - b. Hagensborg Water System Upgrades – March 2021**

21-04-24 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Water System project update and the Hagensborg Water System Upgrades update. **CARRIED**

s) Community Clean Up Request

21-04-25 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Community Clean Up Request. **CARRIED**

21-04-26 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District authorizes Administration to work with Nuxalk Nation Public Works to develop and implement a schedule that will provide for up to two weeks of extended operating hours for Thorsen Creek Waste and Recycling Centre

AND THAT tipping fees as set out in Bylaw 348, be reduced by 50% for all properly sorted loads of residential waste during the scheduled time period,

AND THAT in the event of extenuating circumstances, Administration is granted the flexibility to apply the reduced rate to additional days of operation and add days of operation to ensure the successful completion of the spring-cleaning event.

CARRIED

21-04-27 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following section of the *Community Charter*, 90(1)(a) personal Information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED

The Board closed the meeting to the public at 1:03 p.m.
The Board reconvened the public meeting at 2:23 p.m.

21-04-28 [IC Release:] M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District received a report from Randy Diehl. **CARRIED**

Tom Mesi Delegation

Chair Schooner welcomed Mr. Mesi and noted the allotment of 15 minutes to present. Mr. Mesi provided his presentation as follows:

Thank you for hearing me. By now you've all gone through the choke of papers I've sent in. It's speaking quite well for itself that I have been complaining for a long time about habitat being destroyed in my backyard and adjacent to my backyard. It has been whispered to me, it's too bad I'm speaking up because they would have done the work in 1986 when the money would have gone a lot farther. Now there's two huge habitat constructions that are going to cost a lot to fix. There's quite a few avenues for the Crown to cover costs. We have a problem with Crown servants that can't or won't stand up to do their jobs. You'll see in the Environmental Appeal court hearing that a DFO habitat guy says he doesn't care. On the witness stand I had the pollution prevention people, Ministry of Environment stating they don't care that they're handing in false information.

This district has been removed from the forest stewardship certification. That takes a lot of moxie and right now we're watching the pine mushroom logs going out to export and they're going into certified bags of logs. What's going on here? The emperor has no clothes. The RCMP do have the authority if they are ordered to stand in and mediate this issue to completion. You'll see on the maps I sent in the Golder engineering map, they didn't even build what they drew the picture of. Golder is huge, they can't afford an embarrassment. They'll step in and fix it just because the RCMP are tapping on their shoulders.

In the big watershed map that would compare well with the LiDAR study and you can see the huge difference. The river is moving south through the Bailey Bridge and it will soon go through the campground. When it does that, the nearby house will get a \$350,000 settlement. And any houses downstream that will be damaged will also get a settlement. The money will be spent. It's better spent doing habitat work that should have been done decades ago. Any questions? It will take an

order to the RCMP to get this moving like they did with the Gitksan up north. Initially they started arresting the Natives and when enough power with railway blockades came, the mediators were in there quick and they settled things down. That's what's required. I'm told the RCMP are ready but they need to be ordered. I believe it's called an Order in Council. If you forward it with the choke of papers I've handed in, I think that will be enough. They can get this project working as easy as turning on their car lights. When they turn on their car lights you do what the cop says. The details are sorted out afterward. Thank you.

The Board thanked Mr. Mesi and asked what is the specific ask of this delegation. Mr. Mesi noted that he would like the Board to send an Order in Council to the RCMP that they mediate the project. The Board noted that an Order in Council is a document that is passed by the provincial cabinet being John Horgan, the premier of BC. The CCRD has no power to pass an Order in Council directing the RCMP to do anything. It is suggested that Mr. Mesi contact the premier of BC and his ministers, including the Minister of Forest, Lands and Natural Resources, being Nathan Cullen who is very active in the Wet'suwet'en blockade and dealing with that issue.

I dealt with Mr. Cullen before and has proven himself a waste of time. When I met Jack Layton I asked about my submissions and Mr. Cullen hadn't brought items forward. Find the right wording and draft a letter please.

The Board spoke to the pandemic outbreak and asking the Sergeant to do some things with respect to containing the virus from entering the Valley and he flatly refused. From that experience the Board notes that CCRD has no legal authority to direct the RCMP to do anything.

Mr. Mesi said the City of Vancouver can clean parks of squatters, the RCMP can oversee what looks like questionable conduct.

The Board noted the City of Vancouver has a police budget and its own police force. The regional district does not have that kind of money or legal authority to hire police officers.

Mr. Mesi would like a suggestion to the RCMP to which the Board noted they would consider the request. Mr. Mesi said the funding would come from the Crown in cost recovery and there are clauses for that. Mr. Mesi said that no action from the Board will cause more letters and thanked the Board for their time.

The Board recessed at 2:36 p.m.

The Board reconvened at 2:51 p.m.

PROTECTIVE SERVICES

t) Report: Bella Coola Fire Protection Service Update

21-04-29 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Report: Bella Coola Fire Protection Service Update.

CARRIED

- u) **Report: CCRD Advocacy – Regional Access to Primary and Emergency Care**
- 21-04-30 **M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Report: CCRD Advocacy – Regional Access to Primary and Emergency Care. **CARRIED**
- 21-04-31 **M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District table further discussion with Alison Sayers on the Report: CCRD Advocacy – Regional Access to Primary and Emergency Care until further in the agenda. **CARRIED**
- v) **Urban System Project Update: Bella Coola Valley Flood Risk Assessment and Modelling – March 2021**
- 21-04-32 **M/S Directors Northeast/Hall** THAT the Board of Directors of the Central Coast Regional District receives the Urban System Project Update: Bella Coola Valley Flood Risk Assessment and Modelling – March 2021. **CARRIED**
- w) **Correspondence for Information: COVID-19 Province Update from Tara Faganello, Assistant Deputy Minister**
- 21-04-33 **M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: COVID-19 Province Update from Tara Faganello, Assistant Deputy Minister. **CARRIED**
- x) **Request for Decision: Fundraising Authorization for Bella Coola Airport**
- 21-04-34 **M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Fundraising Authorization for Bella Coola Airport. **CARRIED**
- 21-04-35 **M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District authorizes staff to submit a grant application to the Regional Air Transportation Initiative for up to \$300,000 to assist with operating and maintenance costs, as well as terminal facility repairs and upgrades. **CARRIED**

GOVERNANCE

- y) **Correspondence for Information: Federation of Canadian Municipalities Election Call Out**
- 21-04-36 **M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Federation of Canadian Municipalities Election Call Out. **CARRIED**

z) Report: Federation of Canadian Municipalities Elections Procedure and Costs to LGs

21-04-37 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receives the Report: Federation of Canadian Municipalities Elections Procedure and Costs to LGs. **CARRIED**

aa) Correspondence for Information: AVICC Virtual Convention 2021 Details

21-04-38 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: AVICC Virtual Convention 2021 Details. **CARRIED**

bb) Request for Decision: Attending Director Remuneration of Expenses, AVICC 2021

21-04-39 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Attending Director Remuneration of Expenses, AVICC 2021. **CARRIED**

21-04-40 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District authorizes attending CCRD directors at the virtual AVICC 2021 to be held on May 28, 2021 be remunerated at the daily convention remuneration rate (of \$250 daily) or prorated to each hour of attendance for those directors who do not attend the full day:

AND THAT each attending Director's registration is authorized to be paid for by the CCRD. **CARRIED**

cc) Request for Decision: Chair Expenses and Remuneration for attendance at Chair's/CAO's Forum

Chair Schooner provided the following declaration:

I, Board Member Schooner disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a direct pecuniary interest that constitutes a conflict of interest in item cc. The reason for my declaration is: the item being discussed relates to my remuneration of expenses. I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter.

Chair Schooner left the meeting. Vice Chair Kennedy assumed chairing of the meeting.

21-04-41 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District authorizes Chair remuneration at \$125 for each half day attended at the 2021 virtual Regional District Chair's and CAO's Forum. **CARRIED**

Chair Schooner returned to the meeting and reassumed chairing.

dd) MIABC Report available in the CCRD Office

21-04-42 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the MIABC report available in the CCRD Office. **CARRIED**

ee) MFABC Report available in the CCRD Office

21-04-43 M/S Directors Bertrand/Hall THAT the Board of Directors of the Central Coast Regional District receives the MFABC report available in the CCRD Office. **CARRIED**

(B) EXECUTIVE REPORTS

a. Electoral Area Reports

NOTE TO READER: The Electoral Area Reports section of the minutes is presented verbatim.

Area E and Chair Report: Chair Schooner

Chair Schooner: I will start with mine. It was a bit of a, it was a different, this past couple weeks have been a bit hard. I found out we lost our instructor that taught us the carpentry program. It was a very difficult call that I had to endure with them. I just wish his family, his wife and two children well. That was a difficult week or transition. He just wanted us to be happy people, happy Valley. I would like to talk about the last couple of days we've had morning meetings with the Chair and CAO. They were really good. We expressed our need and wants through AVICC and forwarded to UBCM about the situation we have with our waste, landfill, and recycling. The expense that we are going to incur because of regulations that have been brought on by the province of BC. The financial strain that it put on us. Not only that but the amount of work it put on our staff. We expressed that we want help in addressing these issues. It was well done. We had a chance to meet with our counterparts in Clayoquot, Doug. Everyone remembers Doug. It was good to see them. I want to acknowledge the good job that Courtney has done in those areas. I'd like to thank her for that. With that being said I'm done my report and we'll move onto the Area A report.

Area A Report: Director Bertrand

Director Bertrand: I will keep mine short. I'd like to congratulate the new trustees of the Ocean Falls Improvement District which were elected in an election last month. It was a by-election. The Ministries have been providing significant personal support to the Ocean Falls Improvement District in their internal governance matters. A woman was elected to the Ocean Falls Improvement District Board of Trustees, one Rachel Deacon. It's very exciting to see a bit of diversity on that Board. I believe some people who were elected are under the age of 60. Even more diversity on the age front. Unfortunately I hear that one of the Trustees has already resigned and I will be meeting with the Ocean Falls Improvement District trustees on Saturday. I will be taking my boat over. I've got clearance from the good folks over there to pay a visit and have a meeting as the Area A representative. I'll be making a remuneration expense request at a later date. I hope to have good conversations with them. And that's my report. Thank you.

Chair Schooner: Thank you Dan. Thank you for the head's up and thank you for your report and we'll move on to Area B.

Area B Report: Director Hall

Director Hall: It's a beautiful day so I'll keep this short as well. Some interesting things went on in the village with regards to the SOK harvest. My understanding is that there were 39 new captains so that means 39 new crews. The impact that had on the [inaudible]. Right now they're still looking for people in our fish plant. So kind of interesting.

Other than that I've been involved with language revitalization through our cultural centre through Jennifer Carpenter and the reconciliation process. It's been interesting there as well. My crew achieved our quota so we were just over 50% of the total quota. It was an interesting season for the herring, they were kind of spread out all over the place, a lot of new crew members, a lot of new crews can startle fish a lot. It made for an interesting year. Other than that thanks everybody.

Director Bertrand: I have a couple questions on the Area B Report if I may Chair Schooner.

Chair Schooner: Yeah.

Director Bertrand: Unmentioned during the Report was the fact that the Heiltsuk Tribal Council had an election for better or for worse, Director Hall was unsuccessful in that election. It raises questions I would like to pose to Director Hall. The Board appointed him after the municipal election as there was no one who ran for the Area B position. We appointed Director Hall following the Heiltsuk Tribal Council's recommendation. Director Hall my two questions are... because it raises diplomatic issues, one, do you feel confident that you still have the support of your constituents in Area B, two, seeing that you're no longer on the Tribal Council, what personal steps are you going to take to maintaining communications with constituents in Area B?

Director Hall: Interesting questions there Bertrand. Certainly we went through a different process to get me onto this Board. At this time it was not an appointment by you. Let's be clear on that. I do maintain communications with everybody in Bella Bella just like I always have. Nothing's changed there. People can address concerns that they have with me anytime that they want. If there's anything else that you'd like to question then by all means. Things are still the same for me as normal. I maintain constant communication with certain things like the fishery, that's important to me and the majority of people are taking part in that.

Director Bertrand: I'm sorry to see that you're unsuccessful in that election Director Hall. It's personally difficult I imagine but the regional district has business it has to attend to. Communicating and enjoying support of constituents is important for everybody. I wish you luck in garnering that support and maintaining communications.

Chair Schooner: Ok, move on to Area C.

Area C Report: Director Kennedy

Director Kennedy: I am going to keep my report short as well. Yesterday I attended the Human Bear Safety Committee Meeting where the new WildSafe Officer attended. It's very exciting that Bella Coola has a WildSafe Officer again. We were talking quite a bit about where we can post communications. They have an interest in possibly posting communications of that committee through our website. I don't know exactly what our interests are but it came up as the most logical place to communicate and maybe we can look into that.

What else is going on? I'm a little thrown off. Since our last meeting we in the Valley had vaccine clinics. I got my vaccine, I was really excited. It seems that right now people have been following health guidelines. Unfortunately we're seeing a big spike in the province right now and in the country. We're not out of the woods yet. It will be interesting to see what this season brings. I know that now is, I'm out of the region right now for essential travel. Now is not the time to stop following the guidelines we've been given. I wish everyone a safe season and to continue to follow those guidelines. Thank you very much.

Chair Schooner: Thank you Director Kennedy. We'll go onto Area E.

Area D Report: Director Northeast

Director Northeast: I will try to make this brief. I'm not always successful in that. Like Director Kennedy, I am now back from being on essential travel, medical trip to the Lower Mainland. Came home a while ago, self-isolated according to the protocols established in our Valley by the Nuxalk EOC. And I would just like to reflect on that a little bit. If you are taken out of your home community for medical or other essential services, you're going to notice things are varied. How different they are will depend on how long since it's been since you've been out to the big city. Whatever your definition of a big city is. My point is that coming home I could go two ways. I could look at my experience and go well that was a disappointing trip, I didn't get to do this, I didn't get to do that.

The fact of the matter is I got to do a lot of things that needed to be done while I was out on a medical appointment. I respond to that with this thought, I am blessed. I am very fortunate I have the wherewithal when a medical appointment comes up I can go out and tend to it. I can do some other things that need to be done. There are so many people in our communities, we are so far away, we're so isolated. They don't have the same opportunities that I do. That's a good reminder to me to be a little more compassionate, a little bit more understanding when people do go out for medical and they have an opportunity to get things done. It's not my job to criticize people for how they weigh out these decisions.

This pandemic thing, it's one of those things that is always in front of your brain or it's always in the back of your brain. It comes about in the strangest ways. I was watching the news the other day. I was feeling a little put out by all this. Imagine, I'm sitting in Vancouver and the Public Health Officer comes along and says hey, you can't eat inside restaurants anymore, and I went, "aaugh". Then I thought, yeah, that's really not a big deal. Don't get me wrong, it is to the community that runs restaurants.

I was sitting there watching the news the other day and I was feeling put out again. Adrian Dix came on and the headline was there was lots of confusion out there about what we can and can't do, and then they went to Adrian Dix and Adrian Dix's response to that question was this, "If you have any questions about what you can and can't do in the coming weeks," and I was waiting for him to say, 'call this number,' or 'send me a line,' his next response was, "Just don't do it." And I thought, ok, I get it, that's kind of funny. It's true in that if you're not certain then the best response is don't do it. Just stay home, stay safe.

I was thinking of my experience and how blessed I was to be able to go out and here's my point, there's so many people here who can't do that and they're missing out on things that they would normally do. Things that are maybe not essential but they're important to them. We might want to be a little more not just compassionate and caring but also helpful. It's expensive to live in a small town and the lure to go out to Williams Lake for example and get milk for \$4 or \$5 a jug over \$8-9 dollars a jug, it's a strong pull. I don't know, if you've got an extra jug of milk give one to your neighbour.

The last thing, sorry, I'm rambling, I did attend a meeting with Minister Osbourne and the Acting Assistant Public Health Officer and there is some very good information I have if any of you would like it. It's a PowerPoint on the efficacy of vaccines and the safety of the vaccines. It wasn't prepared for public use but the Assistant Public Health Officer has cleared me to share it with anybody who would like to see it. I don't want to be a lightning rod for this particular issue. If you genuinely want the information I am happy to share it with you. My email address is on the CCRD website. There you go. That's it for Area D.

Chair Schooner: Alright thank you for your report. Right now I want to go back to, we had this item with Alison Sayers Consulting. We were going to go back to it at 3:30 p.m. It's a little past then. Let's do this right now Courtney. Is Alison available?

CAO Kirk: I see her, she's here.

Chair Schooner: Ok, so when we were having this discussion earlier we were talking about did we want her to come on board, somebody had some questions. Alison. Did we lose her?

CAO Kirk: I'm just texting her right now to see if she can join back.

Chair Schooner: Dan I just want to come back to this. We had this discussion about Director Hall that he went through the proper channels when he wasn't appointed. He went through the proper channels. He did go everything that was correct and there was nobody that, he did go through all the proper channels. We had this discussion. You and I. I think that's a little bit of a blindside on Trav. And honestly, I'm just wondering how their election process is even mentioned in this by you, a non-Heiltsuk member?

Director Bertrand: Thank you Sam for your questions. I think that it's surprising to hear an Area report that does not make a reference to a very important election which did occur, right, in Area B. The way, there's nothing wrong with Travis' appointment. Travis' appointment is legal. He is the Area B Director. But the way in which it occurred was nobody ran and the Heiltsuk Tribal Council recommended him for the position and we the regional district Board that was elected appointed

him to that position. Right, and it's concerning and I would be concerned if anybody on our Board lost an election and I would bring up a question about whether or not there's lessons to be learned from that. Those were essentially my questions for Director Hall.

Director Hall: If you want to bring up questions like that Director Bertrand, I have to question the roles that you take with HTC and you continue to be on this Board as well. So you want to throw things out like that then we have to address these matters as well.

Chair Schooner: And I honestly think it should have been brought up by somebody from Heiltsuk Tribal Council if anything. If they had that concern, you know they can come to us and say that.

Director Bertrand: For sure. I take no issue with Director Hall continuing to be on the regional district if he's got the support of the Heiltsuk Tribal Council and that's not my... I'm not second guessing anybody here. The election results are public, they're out there. I think if we all just ignore them then it's at our peril. It's just a question, it was two questions. I'll leave it at that and I hope we can continue working together.

Chair Schooner: With that being said, is Alison back on here?

(u) Report: CCRD Advocacy – Regional Access to Primary and Emergency Care [agenda item (r) under Protective Services, as tabled earlier in these minutes]

The Board returned to item (r) under Protective Services titled *Report: CCRD Advocacy – Regional Access to Primary and Emergency Care* to accommodate the availability of consultant Alison Sayers who is providing services in advancing the Board's priorities in this matter.

The Board thanked Ms. Sayers for being present at the Board meeting. Clarification was requested on whether the sea bus proposal will link the Outer Coast to Bella Coola for access to Williams Lake or is the proposal to link the Outer Coast communities to one another for access to primary care?

Ms. Sayers responded that there is no proposal on the table that is concrete. There are high level conversations about all options and looking at the entire picture of sea bus links. In conversations with Mr. Rains and Ms. Taylor, the discussions are at the beginning stages and Ms. Sayers believes that it will be a while before they reach in depth discussions.

The Board will forward background documents from Mr. Rains and Ms. Taylor to Ms. Sayers from past advocacy efforts.

The Board thanked Ms. Sayers for her advocacy.

PART IV – GENERAL BUSINESS

ff) Correspondence for Information: Support Letter from the City of Victoria re Laid Off Hotel/Tourism Workers

- 21-04-44** **M/S Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Support Letter from the City of Victoria re Laid Off Hotel/Tourism Workers. **CARRIED**
- gg) **Correspondence for Information: BC Hydro and Power Authority: 2020 Street Light Rate Application from the City of Prince George**
- 21-04-45** **M/S Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: BC Hydro and Power Authority: 2020 Street Light Rate Application from the City of Prince George. **CARRIED**
- hh) **Correspondence for Information: Opioid Crisis and Call for Overdose Action Plan from the City of Prince George**
- 21-04-46** **M/S Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Opioid Crisis and Call for Overdose Action Plan from the City of Prince George. **CARRIED**
- ii) **Correspondence for Information: Help Cities Lead Campaign from the City of North Vancouver**
- 21-04-47** **M/S Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Help Cities Lead Campaign from the City of North Vancouver. **CARRIED**
- jj) **Correspondence for Information: Aquatic Invasive Species Enforcement from the District of Sicamous**
- 21-04-48** **M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: Aquatic Invasive Species Enforcement from the District of Sicamous. **CARRIED**

IN CAMERA MATTERS

The Chair closed the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer or agent of the municipality or another position appointed by the municipality; 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and section 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

- 21-04-49** **M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District to in camera. **CARRIED**

The regular board meeting went in camera at 3:48 p.m.
The regular board meeting reconvened at 4:28 p.m.

a) Matters Brought out of Camera

That the Board of Directors of the Central Coast Regional District release the following In-Camera resolutions to the public:

21-04-50 [IC Release:] THAT the Board of Directors of the Central Coast Regional District appoints Scott Gallard, Charlotte Brown, Steve Emery, Jean Wood and Mark Schlichting to serve as commissioners on the Denny Island Recreation Commission.

21-04-51 [IC Release:] THAT the Board of Directors of the Central Coast Regional District authorizes Administration to proceed with Ocean Falls Revitalization Committee establishment efforts in spite of the committee not being part of the 2019-2022 CCRD Strategic Plan amendments, changes to strategic priorities advocacy items and priority projects due to COVID-19 and authorizes Administration to develop draft revised letters of invitation to the originally proposed parties to appoint representatives to the CCRD Ocean Falls Revitalization Committee for the Board's consideration at a future meeting and authorizes Administration to collaborate with the Ministry of Municipal Affairs staff in CCRD's development of a Terms of Reference for the committee and to solicit Ministry staff assistance in the recruitment of committee membership from other governments and agencies.

(E) ADJOURNMENT

21-04-52 M/S Director Kennedy/Hall THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 4:30 p.m.

Chair

Chief Administrative Officer



To: Board of Directors, CCRD

From: Courtney Kirk, Chief Administrative Officer

Meeting Date: May 13, 2021

Subject: Hagensborg Water Service Conversion and Continuation Bylaw No. 501 – Final Adoption

Board Meeting
 MAY 13 2021
 CCRD ITEM *Part 2 (A) a) 1)*

Recommendation:

That Bylaw No. 501, cited as the “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021” having been reconsidered and having met all prerequisites for final adoption be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

Issue/Background Summary:

At the February 20, 2020 meeting of the board, it was resolved to pursue a conversion of the Hagensborg Waterworks (Improvement) District to a service area of the Central Coast Regional District. The Trustees of the Hagensborg Water District had previously made the resolution to dissolve and transfer to the Central Coast Regional District, largely based on the award of grant funding for the “Hagensborg Community Potable Water Distribution and Treatment Project No. IG0125” from the Investing in Canada Infrastructure Program (ICIP) in the amount of \$3,785,294. The shared cost agreement between the regional district and the province, signed in March 2020, stipulates that the improvement district must convert to a regional district service area as a condition of grant approval.

In February 2021, the conversion and continuation bylaw was read a first and second time and was given approval by the Electoral Area Directors of the participating areas. It was then forwarded to the Inspector of Municipalities for the required approval of the province. The Inspector approved the bylaw on April 16, 2021.

Policy, Bylaw or Legislation:

When the Order of the Lieutenant Governor in Council (No. 624 dated December 14, 2020) was issued with the effective date of January 1, 2021 it was noted that the regional district is required to adopt a service area establishment bylaw under section 349 of the *Local Government Act* with the consent of at least two-thirds of the participants. It has since been confirmed that consent is required only by the electoral area directors of areas “C” and “D”. It was also provided that the bylaw should be adopted within four months of the effective date, which was missed due to the timing of our board meetings.

Asset Management (H,M,L)

Asset management risk/implications are high.

IT (H,M,L)

Information technology risk/implications are high.

Business Continuity (H,M,L)

Business continuity risk/implications are high.

Financial/Budgetary Implications:

Financial and budget implications are significant.

Time Requirements – Staff and Elected Officials:

Time requirements for assuming responsibility for this function are significant in all departments (finance, administration, operations and maintenance).

Options to Consider:

None.

Submitted by:



Courtney Kirk, Chief Administrative Officer

Board Meeting
MAY 13 2021
CCRD ITEM Part 2 (A) a) 1) a.

CENTRAL COAST REGIONAL DISTRICT
BYLAW 501, 2021

Being a bylaw to convert and continue the Hagensborg Water Service as a service of the Central Coast Regional District.

WHEREAS the Lieutenant Governor, by Order in Council, revoked the Letters Patent of Hagensborg Waterworks District and transferred the rights, property and assets of the Hagensborg Waterworks District to the Central Coast Regional District;

AND WHEREAS the Lieutenant Governor, by Order in Council ordered that the acquisition, maintenance and operation of works for waterworks purposes and all matters incidental to those purposes, are continued as a service of the Central Coast Regional District;

AND WHEREAS the Trustees of the Hagensborg Waterworks District resolved to transfer governance of the water service to the Central Coast Regional District;

AND WHEREAS the Central Coast Regional District wishes to convert the Hagensborg Water Service to a service exercised under the authority of a service continuation bylaw;

AND WHEREAS consent on behalf of the participating areas has been given by the Directors of Electoral Areas "C" and "D" pursuant to the *Local Government Act*;

NOW THEREFORE, the Board of the Central Coast Regional District in open meeting assembled enacts as follows:

1. CITATION

This bylaw shall be cited as the "Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021"

2. SERVICE

The Hagensborg Water Service is continued for the purpose of the acquisition, maintenance and operation of works for waterworks purposes and all matters incidental to those purposes.

3. SERVICE AREA

The boundaries of the Hagensborg Water Service area, shown outlined on Schedule "A" attached to and forming part of this bylaw, are the boundaries of the Hagensborg Waterworks District immediately before it was dissolved.

4. PARTICIPATING AREAS

The Hagensborg Water Service is located within the boundaries of Electoral Areas "C" and "D".

5. METHODS OF COST RECOVERY

The annual costs for the Hagensborg Water Service shall be recovered pursuant to Section 378.(1)(a), (b), and (c) of the *Local Government Act* as follows:

- (a) by the requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the service area, to be levied and collected in accordance with the *Local Government Act*;
- (b) by the requisition of money to be collected by a parcel tax on those properties within the service area, to be levied and collected in accordance with the *Local Government Act*;
- (c) by the imposition of fees or other charges that may be fixed by separate bylaw for the purpose of recovering those costs; or
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise;
- (f) by a combination of one or more above.

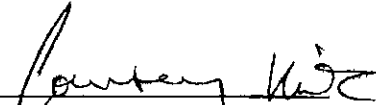
6. LIMIT

The annual maximum amount that may be requisitioned under section 378 of the Local Government Act for the Hagensborg Water Service shall not exceed \$100,000 for the Hagensborg Water Service Area.

READ A FIRST, SECOND AND THRID TIME this 11th day of February, 2021

ELECTORAL AREA DIRECTOR CONSENT OBTAINED this 11th day of February, 2021

CERTIFIED AS TRUE AT THIRD READING this 11th day of February, 2021

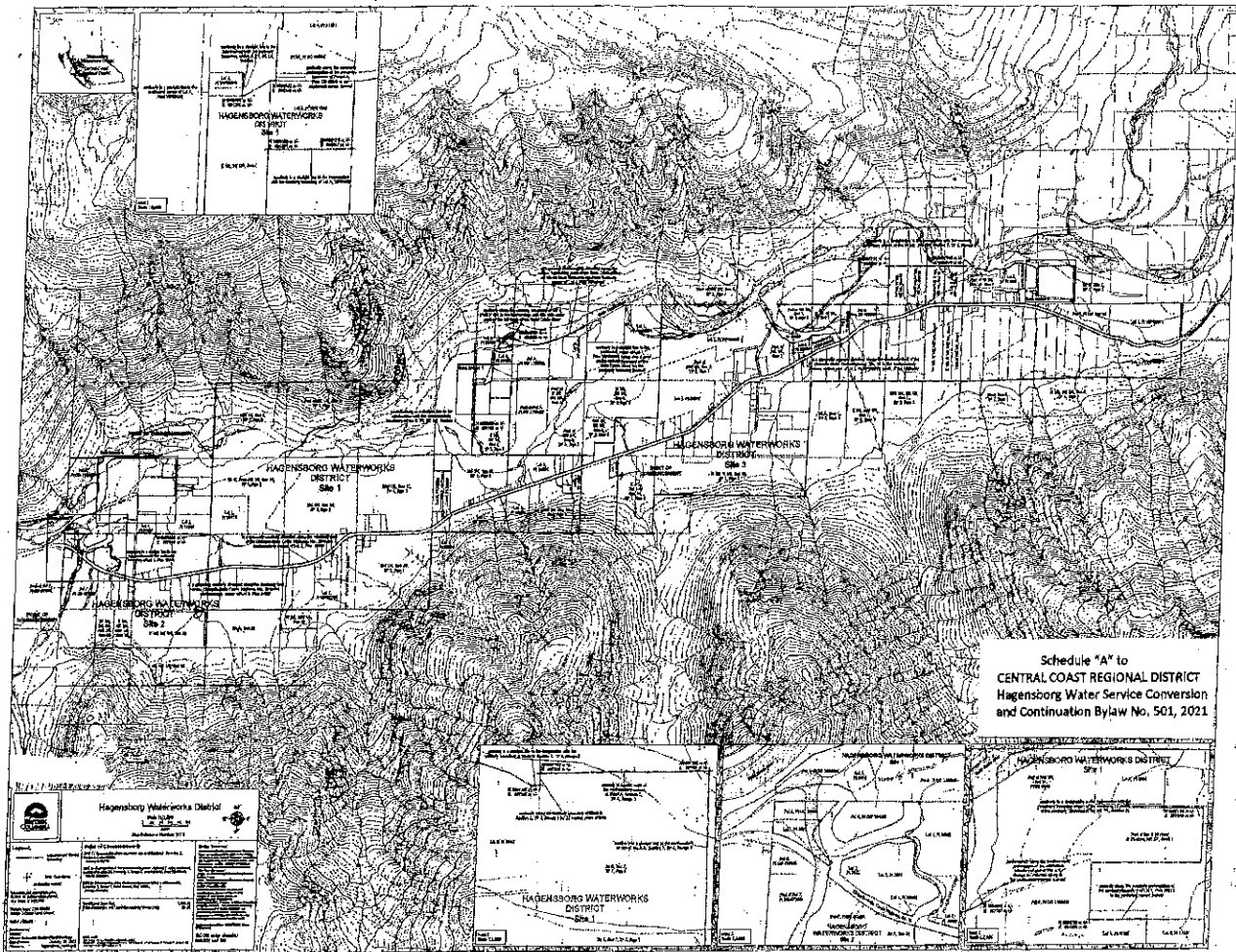

 Courtney Witt
 Chief Administrative Officer

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 16th day of April, 2021

ADOPTED this ___ day of _____, 2021

Board Chair

Chief Administrative Officer

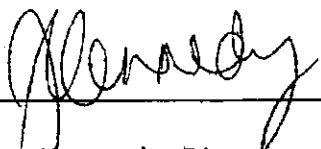


CENTRAL COAST REGIONAL DISTRICT

**RE: Hagensborg Water Service Conversion and Continuation Bylaw
No. 501, 2021**

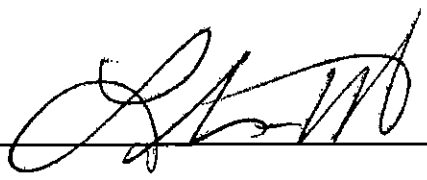
February 11, 2021

Pursuant to Section 347 of the *Local Government Act*, I, Jayme Kennedy, Director of Electoral Area 'C' do hereby consent, on behalf of Electoral Area 'C' electors to the adoption of the Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021.



Jayme Kennedy, Director, Area C

Pursuant to Section 347 of the *Local Government Act*, I, Lawrence Northeast, Director of Electoral Area 'D' do hereby consent, on behalf of Electoral Area 'D' electors to the adoption of the Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021.



Lawrence, Director, Area 'D'



Statutory Approval

Under the provisions of section _____ 342

of the _____ Local Government Act

I hereby approve Bylaw No. _____ 501

of the _____ Central Coast Regional District _____,

a copy of which is attached hereto.

Dated this 16th *day*

of April *, 2021*

Deputy Inspector of Municipalities



To: Board of Directors, CCRD

From: Courtney Kirk, Chief Administrative Officer

Meeting Date: May 13, 2021

Subject: Hagensborg Fire Protection Service Conversion and Continuation Bylaw No. 502

Board Meeting
 MAY 13 2021
 CCRD ITEM Part 2A) a) 2)

Recommendation:

That Bylaw No. 502, cited as the "Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021" having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

Issue/Background Summary:

At the February 20, 2020 meeting of the board, it was resolved to pursue a conversion of the Hagensborg Waterworks (Improvement) District to service areas of the Central Coast Regional District. The two services provided by the improvement district are water supply and distribution, and fire protection.

The Trustees of the Hagensborg Water District had previously made the resolution to dissolve and transfer to the Central Coast Regional District, largely based on the award of grant funding for the "Hagensborg Community Potable Water Distribution and Treatment Project No. IG0125" from the Investing in Canada Infrastructure Program (ICIP) in the amount of \$3,785,294. The shared cost agreement between the regional district and the province, signed in March 2020, stipulates that the improvement district must convert to regional district service areas as a condition of grant approval.

In February 2021, Bylaw 502 was introduced and read a first and second time. It also received the approval of the Electoral Area Directors of the participating areas and was sent to the Inspector of Municipalities for the required approval. The Inspector approved the bylaw on April 16, 2021.

Policy, Bylaw or Legislation:

When the Order of the Lieutenant Governor in Council (No. 624 dated December 14, 2020) was issued with the effective date of January 1, 2021 it was noted that the regional district is required to adopt a service area establishment bylaw under section 349 of the *Local Government Act* with the consent of at least two-thirds of the participants. It has since been confirmed that assent is only required from the Electoral Area "C" and "D" Directors. It was also provided that the bylaw should be adopted within four months of the effective date of the transfer. This timeline was missed due to the timing of our board meetings.

Asset Management (H,M,L)

Asset management risk/implications are high.

IT (H,M,L)

Information technology risk/implications are moderate.

Business Continuity (H,M,L)

Business continuity risk/implications are high.

Financial/Budgetary Implications:

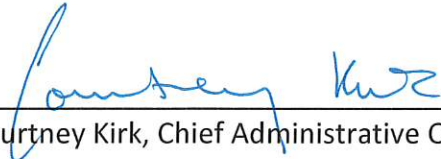
Financial and budget implications are significant. See budget presentation elsewhere on the agenda.

Time Requirements – Staff and Elected Officials:

Time requirements for assuming responsibility for this function are significant in all departments (finance, administration, operations and maintenance).

Options to Consider:

None.

Submitted by: 
Courtney Kirk, Chief Administrative Officer

Board Meeting
MAY 13 2021
CORD ITEM Part 2 A) a) 2) a.

CENTRAL COAST REGIONAL DISTRICT
BYLAW 502, 2021

Being a bylaw to convert and continue the Hagensborg Fire Protection service as a service of the Central Coast Regional District.

WHEREAS the Lieutenant Governor, by Order in Council, revoked the Letters Patent of Hagensborg Waterworks District and transferred the rights, property and assets of the Hagensborg Waterworks District to the Central Coast Regional District;

AND WHEREAS the Lieutenant Governor, by Order in Council ordered that the acquisition, maintenance and operation of works, buildings and equipment for fire protection purposes and all matters incidental to those purposes, are continued as a service of the Central Coast Regional District;

AND WHEREAS the Trustees of the Hagensborg Waterworks District resolved to transfer governance of the fire protection services to the Central Coast Regional District;

AND WHEREAS the Central Coast Regional District wishes to convert the fire protection service to a service exercised under the authority of a service continuation bylaw;

AND WHEREAS consent on behalf of the participating areas has been given by the Directors of Electoral Areas "C" and "D" pursuant to the *Local Government Act*;

NOW THEREFORE, the Board of the Central Coast Regional District in open meeting assembled enacts as follows:

1. CITATION

This bylaw shall be cited as the "Central Coast Regional District Hagensborg Fire Protection Service Conversion and Continuation Bylaw No. 502, 2021"

2. SERVICE

The Hagensborg Fire Protection Service is continued for the purpose of the acquisition, maintenance and operation of works, buildings and equipment for fire protection purposes and all matters incidental to those purposes.

3. SERVICE AREA

The boundaries of the Hagensborg Fire Protection Service area, shown outlined on Schedule "A" attached to and forming part of this bylaw, are the boundaries of the Hagensborg Waterworks District immediately before it was dissolved.

4. PARTICIPATING AREAS

The Hagensborg Fire Protection Service is located within the boundaries of Electoral Areas "C" and "D".

5. METHODS OF COST RECOVERY

The annual costs for the Hagensborg Fire Protection Service shall be recovered pursuant to Section 378.(1)(a), (b), and (c) of the *Local Government Act* as follows:

- (a) by the requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the service area, to be levied and collected in accordance with *the Local Government Act*;
- (b) by the requisition of money to be collected by a parcel tax on those properties within the service area, to be levied and collected in accordance with *the Local Government Act*;
- (c) by the imposition of fees or other charges that may be fixed by separate bylaw for the purpose of recovering those costs; or
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise;
- (f) or a combination of one or more above.

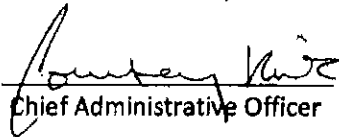
6. LIMIT

The annual maximum amount that may be requisitioned under section 378 of the *Local Government Act* for the Hagensborg Fire Protection Service shall not exceed \$200,000 for the Hagensborg Fire Protection Service Area.

READ A FIRST, SECOND AND THRID TIME this 11th day of February, 2021

ELECTORAL AREA DIRECTOR CONSENT OBTAINED this 11th day of February, 2021

CERTIFIED AS TRUE AT THIRD READING this 11th day of February, 2021


 Courtney Kite
 Chief Administrative Officer

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 16th day of April, 2021

ADOPTED this ___ day of _____, 2021

Board Chair

Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Courtney Kirk, CAO/CFO

Meeting Date: May 13, 2021

Subject: Hagensborg Waterworks District 2020 Audit Report, Financial Statements, Management Letter and Adjusting Journal Entries

Board Meeting
MAY 13 2021
CCRD. Part 2(B)(b)

The draft financial statements and audit reports have been reviewed by the previous Trustees of the Hagensborg Waterworks District, and no issues were identified.

Recommendation:

Resolution 1:

THAT the Board of Directors of the Central Coast Regional District receives the Hagensborg Waterworks District Audit Findings Report for the Year Ended December 31, 2020 prepared by Tenisci Piva LLP.

Resolution 2

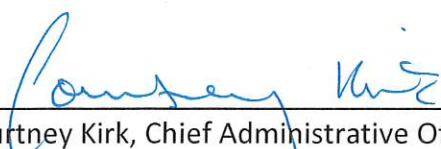
THAT the Board of Directors of the Central Coast Regional District approves the Hagensborg Waterworks District 2020 Consolidated Financial Statements prepared by Tenisci Piva LLP.

Resolution 3:

THAT the Board of Directors of the Central Coast Regional District approves the Draft Management Letter to Tenisci Piva LLP regarding the Hagensborg Waterworks District 2020 Audit Findings Report.

Resolution 4:

THAT the Board of Directors of the Central Coast Regional District receives the Hagensborg Waterworks District Adjusting Journal Entries for the Year Ended December 31, 2020 as prepared by Tenisci Piva LLP.

Submitted by: 
Courtney Kirk, Chief Administrative Officer

March 29, 2021

Central Coast Regional District
RE:Hagensborg Waterworks District
Box 25
Hagensborg, BC
V0T 1H0

Board Meeting

MAY 13 2021

 CCRD ITEM Part 2 (B)C)

Attention: Central Coast Regional District

To whom it may concern:

We would like to express our appreciation for the co-operation and assistance which we received during the course of the audit from the Board of Trustees of the now dissolved, Hagensborg Waterworks District.

During the course of our audit of the financial statements for the year ended December 31, 2020, we identified some matters which may be of interest to you. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit cannot be expected to disclose defalcations and other irregularities and it is not designed to express an opinion as to whether the systems of internal control established by management have been properly designed or have been operating effectively.

As a result of our audit, we have produced 12 adjusting journal entries and 22 reclassifying journal entries for a total of 34 journal entries. We have also produced 2 unadjusted journal entries. These entries have been reviewed with you and have been reflected in the financial statements.

During the course of current year's audit, we observed some weaknesses in internal controls. In the following section we will address the areas where weaknesses exist and the recommendations, we have made to mitigate the implications identified. We have also discussed other matters that arose during the current year's audit. This letter is not exhaustive and deals with the more important matters that came to our attention during the audit.

1. Rate Toll Listing (Master Copy)

Nature of Deficiency:

- *A Rate Toll listing was no longer maintained to track the rate payers and their respective toll and tax rates as was done in all previous years. We were informed that the process changed to printing the prior year invoice and changing the amount for the Bylaw updates.*

Implication:

The risk is that incorrect rates could be charged to the rate payers. There is no report to track whether all rate payers were invoiced and at the correct amounts.

Hagensborg Waterworks District
March 29, 2021
.../Page 2

Recommendation:

Create a live toll listing on excel and manage this spreadsheet throughout the year. The listing should include the following components:

- a. Name and address of rate payer;
- b. Rate payer account number;
- c. Water Delivery Service Fee rate;
- d. Parcel Tax rate;
- e. Capital Development Charge rate;
- f. Notes explaining the breakdown of the rates charged; and
- g. Keep prior years in the workbook for reference purposes.

2. Annual Budget Bank Transfers

Nature of Deficiency:

- *The approved, budgeted transfer of funds between the unrestricted and restricted bank accounts were not performed before the end of 2021.*

Implication:

The ending cash balances in each restricted fund did not match the approved budget of the required transfers. This also does not follow the accounting policies adopted by the District. In some cases, the amounts were also material and therefore, there is a misstatement of the cash balances according to the District's budget and policy.

Recommendation:

Please refer to reclassifying journal entry #R11 for the amounts to transfer between the bank accounts as required as per Board approved 2021 Capital Budget. The Board should move to adopt the transfers and have them done as soon as possible.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours truly,

TENISCI PIVA LLP

Mario Piva, BComm, CPA, CA

SA/llb

*Denotes Incorporation

Board Meeting
 MAY 13 2021
 CCRD ITEM Part 2 (B)2)

HAGENSBORG WATERWORKS DISTRICT
Financial Statements
Year Ended December 31, 2020

Draft for discussion purposes only

Printed: March 29, 2021 4:37 PM

HAGENSBORG WATERWORKS DISTRICT
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Year Ended December 31, 2020

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Draft for discussion purposes only

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Hagensborg Waterworks District have been prepared in accordance with Canadian Public Sector Accounting Standards. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable and accurate financial information is produced.

The Board of Trustees are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Trustees. The Trustees review internal financial statements on a monthly basis and external audited financial statements yearly.

The external auditors, Tenisci Piva LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Hagensborg Waterworks District and meet when required.

On behalf of Hagensborg Waterworks District:

Hagensborg Waterworks District
Box 25
Hagensborg, BC
V0T 1H0
March 29, 2021

Draft for discussion purposes only

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Hagensborg Waterworks District

Opinion

We have audited the financial statements of Hagensborg Waterworks District (the District), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in accumulated surplus and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the District in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditor's Report to the Trustees of Hagensborg Waterworks District *(continued)*

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kamloops, British Columbia
March 29, 2021

CHARTERED PROFESSIONAL ACCOUNTANTS

HAGENSBORG WATERWORKS DISTRICT
Statement of Financial Position
December 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash (Note 3)	\$ 397,308	\$ 1,015,539
Term deposits (Note 4)	952,953	392,171
Accounts receivable	6,791	4,295
Goods and services tax recoverable	3,112	1,867
Interest receivable	21,191	9,869
	<u>1,381,355</u>	<u>1,423,741</u>
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	21,267	21,895
Deferred revenue (Note 5)	18,658	18,764
Deferred capital contributions (Note 6)	67,091	-
	<u>107,016</u>	<u>40,659</u>
NET FINANCIAL ASSETS	<u>1,274,339</u>	<u>1,383,082</u>
NON-FINANCIAL ASSETS		
Prepaid expenses	6,209	9,950
Tangible capital assets (Note 7)	632,732	410,278
	<u>638,941</u>	<u>420,228</u>
ACCUMULATED SURPLUS	<u>\$ 1,913,280</u>	<u>\$ 1,803,310</u>

Draft for discussion purposes only

Approved by the Board of Trustees

_____ Trustee

_____ Trustee

HAGENSBORG WATERWORKS DISTRICT

Statement of Operations

For the Year Ended December 31, 2020

	Budget 2020	Actual 2020	Actual 2019
REVENUES			
Statement of Waterworks Operations - Revenues <i>(Schedule 1)</i>	\$ 87,442	\$ 100,120	\$ 105,584
Statement of Fire Protection Operations - Revenues <i>(Schedule 2)</i>	105,600	123,367	100,928
Statement of Water Treatment System Operations - Revenues <i>(Schedule 3)</i>	25,658	24,487	16,116
	<u>218,700</u>	<u>247,974</u>	<u>222,628</u>
EXPENSES			
Statement of Waterworks Operations - Expenses <i>(Schedule 1)</i>	49,168	53,864	74,168
Statement of Fire Protection Operations - Expenses <i>(Schedule 2)</i>	59,279	78,909	76,455
Statement of Water Treatment System Operations - Expenses <i>(Schedule 3)</i>	-	5,231	6,442
	<u>108,447</u>	<u>138,004</u>	<u>157,065</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 110,253</u>	<u>\$ 109,970</u>	<u>\$ 65,563</u>

Draft for discussion purposes only

HAGENSBORG WATERWORKS DISTRICT

Statement of Cash Flows
Year Ended December 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 109,970	\$ 65,563
Items not affecting cash:		
Amortization of tangible capital assets	35,798	16,866
Loss on disposal of tangible capital assets	555	-
	<u>146,323</u>	<u>82,429</u>
Changes in non-cash working capital:		
Accounts receivable	(13,818)	(6,674)
Accounts payable and accrued liabilities	(628)	11,556
Deferred revenue	(106)	15,075
Prepaid expenses	3,741	83
Goods and services tax payable	(1,245)	(1,408)
Employee deductions payable	-	(1,686)
Deferred capital contributions	67,091	-
	<u>55,035</u>	<u>16,946</u>
Cash flows from operating activities	<u>201,358</u>	<u>99,375</u>
INVESTING ACTIVITIES		
Acquisition of tangible capital assets	(258,807)	(6,021)
Increase in term deposit	(560,782)	(7,273)
Cash flows used by investing activities	<u>(819,589)</u>	<u>(13,294)</u>
INCREASE (DECREASE) IN CASH FLOWS	(618,231)	86,081
CASH - BEGINNING OF YEAR	<u>1,015,539</u>	<u>929,458</u>
CASH - END OF YEAR	<u>\$ 397,308</u>	<u>\$ 1,015,539</u>

Draft for discussion purposes only

HAGENSBORG WATERWORKS DISTRICT
Statement of Changes in Net Financial Assets
Year Ended December 31, 2020

	2020	2019
EXCESS OF REVENUES OVER EXPENSES	\$ 109,970	\$ 65,563
Acquisition of tangible capital assets	(258,807)	(6,021)
Loss on disposal of tangible capital assets	555	-
Amortization of tangible capital assets	35,798	16,866
Change in prepaid expenses	3,741	83
Increase (decrease) in net financial assets	(108,743)	76,491
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,383,082	1,306,591
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,274,339	\$ 1,383,082

Draft for discussion purposes only

HAGENSBORG WATERWORKS DISTRICT
Statement of Changes in Accumulated Surplus
Year Ended December 31, 2020

	(Unrestricted) Operating Surplus <i>(Note 8)</i>	(Restricted) Waterworks Capital Development Reserve	(Restricted) Waterworks Water Act Compliance Reserve	(Restricted) Fire Protection Reserve	(Restricted) Contingency Reserve	Invested in Tangible Capital Assets <i>(Note 9)</i>	Total 2020	Total 2019
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 65,969	\$ 85,418	\$ 617,420	\$ 604,364	\$ 19,861	\$ 410,278	\$ 1,803,310	\$ 1,737,747
Excess (deficiency) of revenues over expenses	128,580	87	403	11,034	(75)	(30,149)	109,970	65,563
Acquisition of tangible capital assets	(258,807)	-	-	-	-	258,807	-	-
Disposal of tangible capital assets	555	-	-	-	-	(555)	-	-
Increase in deferred capital contributions	72,740	-	-	-	-	(72,740)	-	-
Inter-fund transfers	134,708	(12,998)	24,844	(151,976)	5,422	-	-	-
ACCUMULATED SURPLUS, END OF YEAR	\$ 143,745	\$ 72,507	\$ 642,667	\$ 463,422	\$ 25,298	\$ 565,641	\$ 1,913,280	\$ 1,803,310

Draft for discussion purposes only

See notes to financial statements

HAGENSBORG WATERWORKS DISTRICT

Statement of Waterworks Operations

(Schedule 1)

Year Ended December 31, 2020

	Budget 2020	Actual 2020	Actual 2019 <i>(Note 11)</i>
REVENUES			
Water tolls	\$ 62,817	\$ 59,951	\$ 68,464
Parcel tax			
Operations	24,625	26,875	26,801
Interest	-	13,294	10,319
	<u>87,442</u>	<u>100,120</u>	<u>105,584</u>
EXPENSES			
Administration	9,000	7,700	7,719
Advertising and website	650	437	1,647
Amortization	-	6,980	7,451
Bank charges and interest	200	380	733
Bookkeeping	9,750	3,697	5,970
Honoraria	3,750	6,430	3,200
Insurance, licences and permits	6,143	6,094	8,242
Loss on disposal of tangible capital assets <i>(Note 10)</i>	-	555	-
Office and sundry	1,400	1,037	2,455
Professional fees	5,750	8,684	25,933
Repairs and maintenance	8,650	9,007	8,194
Telephone	1,300	1,795	1,669
Training, travel and meetings	1,400	-	-
Utilities and internet	1,175	1,068	955
	<u>49,168</u>	<u>53,864</u>	<u>74,168</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 38,274</u>	<u>\$ 46,256</u>	<u>\$ 31,416</u>

See notes to financial statements

HAGENSBORG WATERWORKS DISTRICT

Statement of Fire Protection Operations

(Schedule 2)

Year Ended December 31, 2020

	Budget 2020	Actual 2020	Actual 2019 (Note 11)
REVENUES			
Provincial assessment	\$ 89,750	\$ 89,750	\$ 89,750
Capital development - tax exempt properties	15,850	17,188	-
Interest	-	10,780	11,178
Government grants	-	5,649	-
	<u>105,600</u>	<u>123,367</u>	<u>100,928</u>
EXPENSES			
Administration	9,000	7,700	7,667
Advertising and website	650	1,631	2,577
Amortization	-	23,587	2,973
Bank charges and interest	200	27	157
Bookkeeping	9,750	3,697	5,970
Fire truck - fuel and oil	350	596	335
Fire truck - inspections	2,300	-	-
Fire truck - insurance	660	-	-
Honoraria	1,500	3,960	2,740
Insurance, licences and permits	8,259	8,113	8,251
Office and sundry	1,025	3,121	2,798
Professional fees	5,750	8,684	25,933
Repairs and maintenance	8,900	10,416	8,693
Telephone	4,360	3,409	3,714
Training, travel and meetings	2,600	-	-
Utilities and internet	3,975	3,968	4,647
	<u>59,279</u>	<u>78,909</u>	<u>76,455</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 46,321</u>	<u>\$ 44,458</u>	<u>\$ 24,473</u>

See notes to financial statements

HAGENSBORG WATERWORKS DISTRICT
Statement of Water Treatment System Operations
Year Ended December 31, 2020

(Schedule 3)

	Budget 2020	Actual 2020	Actual 2019
REVENUES			
Water tolls	\$ 25,658	\$ 24,487	\$ 16,098
Interest	-	-	18
	25,658	24,487	16,116
EXPENSES			
Amortization	-	5,231	6,442
	-	5,231	6,442
EXCESS OF REVENUES OVER EXPENSES	\$ 25,658	\$ 19,256	\$ 9,674

Draft for discussion purposes only

See notes to financial statements

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

The notes to the financial statements are an integral part of the statements. They explain the significant accounting policies and principles underlying these statements. They also provide relevant supplementary information and explanations which cannot be conveniently expressed in the statements.

1. PURPOSE OF THE DISTRICT

Hagensborg Waterworks District (the "District") operated under the provisions of the Local Government Act and the Community Charter of British Columbia. It was responsible for maintaining and running the water system and the fire protection system in the Hagensborg area. The District received its Letters Patent on April 28, 1964. The District was exempt from paying income taxes.

Dissolution of the Improvement District

The District was dissolved on January 1, 2021. In 2019, the District was approved for a grant for replacement of the water mains and associated infrastructure and establishment of a water treatment facility. As a condition of the grant, the District was required to convert to a local service area under the Central Coast Regional District (CCRD). The government grant application was approved for a total of \$3.78 Million of funding. The CCRD received the one third of the funds subsequent to the year end. The remaining funds will be distributed throughout the completion of the improvement project.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the responsibility of and prepared by management in accordance with Canadian Public Sector Accounting Standards ("PSAS") of the Chartered Professional Accountants of Canada. The preparation of these financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future period and, in management's opinion, with consideration of materiality and within the framework of the following accounting policies:

(a) Cash

Cash consists of cash on hand adjusted for outstanding cheques and deposits with a maturity of less than three months at the time of purchase. When outstanding cheques are in excess of cash on hand, the excess is reported in bank indebtedness.

The District maintains restricted cash accounts for the purpose of future tangible capital asset expenditures as approved by the Board of Trustees. The balances are established through the approved operating budget and the capital budget of existing assets.

(b) Term deposits

The term deposits are recorded at cost. Interest is accrued.

(continues)

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) Interest

The District follows the practice of investing individually significant unspent funds within individual funds. Interest earned is allocated on the basis of actual earnings from the specific instruments.

When a reserve fund has been established by bylaw, or by resolution, interest earned from those funds will be added to the applicable reserve funds.

All restricted funds will be invested in interest bearing accounts, in accordance with the Community Charter 183. Other than those funds set aside and reserved, interest earned from unrestricted funds will be directed to operational expenses.

(d) Tangible capital assets

Tangible capital assets are stated at cost in their respective Invested in Tangible Capital Asset Funds, which includes all amounts that are directly attributable to the acquisition, construction, development, or betterment of the asset. The cost, less residual value of the tangible capital assets, are amortized on a declining balance basis over their estimated useful lives as follows:

Fire Protection	
Buildings	2.5%
Fire protection equipment	20%
Fire truck	15%
Waterworks	
Generators	20%
Computers	50%
Office equipment	20%
Pipeline system	2%
Snootli Creek dam	2%
Storage building	2.5%
Waterworks equipment	20%
Waterworks - Compliance	
Water purification system	20%
Well and upgrade water system	2%

The District regularly reviews its tangible capital assets to eliminate obsolete items.

(e) Contributed services

The operations of the District depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

(f) Goods and services tax

Purchased materials and services are recoverable at 100% as a rebate.

(continues)

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Use of estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, collectability of accounts receivable and estimating provisions for accrued liabilities. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. The District is exposed to measurement uncertainty in determining the useful life of tangible capital assets.

(h) Fund accounting

The District follows the restricted fund method of accounting for contributions. The unrestricted and restricted funds are as follows:

UNRESTRICTED

- The Waterworks Operating Surplus fund reports for the District's assets, liabilities, revenues and expenses related to water works operations.
- The Fire Protection Operating Surplus fund reports for the District's assets, liabilities, revenues and expenses related to fire protection operations.
- The Water Treatment System Operating Surplus fund reports for the District's assets, liabilities, revenues and expenses related water treatment system operations (compliance).

RESTRICTED

- The Waterworks Capital Development Reserve fund reports for the District's assets, liabilities, revenues and expenses. These funds are to be used only for approved tangible capital asset expenditures.
- The Waterworks Water Act Compliance Reserve fund reports for the District's assets, liabilities, revenues and expenses. This fund is to be used for future tangible capital asset expenditures and approved maintenance expenses.
- The Contingency Reserve fund reports for the District's assets, liabilities, revenues and expenses. This fund is to be used for emergency purposes and for unanticipated expenses exceeding the budget.
- The Fire Protection Reserve fund reports for the District's assets, liabilities, revenues and expenses. This fund is to be used for future tangible capital asset expenditures and approved maintenance expenses.
- The Waterworks Invested in Tangible Capital Asset fund reports for the District's assets, liabilities, revenues and expenses related to tangible capital assets.
- The Fire Protection Invested in Tangible Capital Asset fund reports for the District's assets, liabilities, revenues and expenses related to tangible capital assets.

(continues)

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Revenue recognition

The District's financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of good or service and/or the creation of a legal obligation to pay.

The District recognizes revenue for tolls, taxes, fire protection, connection fees and subdivision fees in accordance with its bylaws (as approved by the Ministry of Community Development) as follows:

- a) Water tolls are recognized upon delivery of the annual invoices based on the levies as set out in the Water Delivery Service Fees (Tolls) and Charges Bylaw.
- b) Parcel taxes are assessed in the middle of each year based on the classification of each parcel within the District according to the Parcel Taxation Bylaw and are recognized upon delivery of the annual invoices.
- c) Fire protection charges are recognized upon delivery of the annual invoices to tax exempt properties based on the levies as set out in the Fire Protection Charge Bylaw. The provincial assessment on taxable properties is recognized upon receipt from the Provincial Assessor and Collector as set out in the Fire Protection Taxation Bylaw.
- d) Connection fees are recognized when the District has completed connecting the District's water line to a private parcel.
- e) Subdivision fees are recognized when the District approves each subdivision plan. Developers are required to pay subdivision fees before subdivision takes place.

Unrestricted grants and revenues are recorded as revenue when received or receivable, if the amounts can be estimated and collection is reasonably assured.

Restricted grants and revenues are reported as revenue depending on the nature of the restrictions on the funds by the contributors as follows:

- a) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset are recorded as deferred designated revenue and are recognized in revenue at the rate that amortization for the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- b) Restricted contributions related to general operations are recognized as revenue in the (Unrestricted) Operating Surplus funds for Waterworks, Fire Protection and Water Treatment System in the year in which the related expenses are incurred.
- c) All other restricted contributions are recognized as revenue of the appropriate restricted fund.

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

3. CASH

	<u>2020</u>	<u>2019</u>
<u>Unrestricted</u>		
Business investment savings account	\$ 136,225	\$ 36,095
Business chequing account	9,142	43,549
Member share account	<u>1,000</u>	<u>1,000</u>
	<u>146,367</u>	<u>80,644</u>
 <u>Restricted</u>		
Business investment savings account - restricted for capital expenditures and maintenance expenses required by the Drinking Water Protection Act (Waterworks Water Act Compliance Reserve)	92,667	617,421
Business investment savings account - restricted for capital expenditures for the Fire Protection Reserve	60,469	212,195
Business investment savings account - restricted for capital expenditures for the Waterworks Capital Development Reserve	72,507	85,418
Business investment savings account - restricted for emergency purposes and for unanticipated expenses exceeding the budget for the Contingency Reserve	<u>25,298</u>	<u>19,861</u>
	<u>250,941</u>	<u>934,895</u>
	<u>\$ 397,308</u>	<u>\$ 1,015,539</u>

4. TERM DEPOSIT

	<u>2020</u>	<u>2019</u>
<u>Restricted</u>		
Williams Lake and District Credit Union, 2.26%, maturing on January 31, 2021 - restricted for capital expenditures for the Fire Protection Reserve	\$ 402,953	\$ 392,171
Williams Lake and District Credit Union, 2.26%, maturing on February 10, 2021 - restricted for capital expenditures and maintenance expenses required by the Drinking Water Protection Act (Waterworks Water Act Compliance Reserve)	<u>550,000</u>	<u>-</u>
	<u>\$ 952,953</u>	<u>\$ 392,171</u>

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

5. DEFERRED REVENUE

Deferred revenue for fire protection represents tax exempt properties revenue received in the current year that relates to the subsequent year as well as prepayments on tolls and taxes made by the rate payers.

6. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions related to tangible capital assets represent the unamortized amount of grants received for the purchase of tangible capital assets. The amortization of capital contributions is recorded as revenue in the statement of revenues and expenses and changes in accumulated surplus.

	2020	2019
Balance, beginning of year	\$ -	\$ -
Additions:		
Fire Chiefs' Association of British Columbia	48,749	-
Union of BC Municipalities	23,991	-
Amortization of deferred capital contributions	(5,649)	-
Balance, end of year	\$ 67,091	\$ -

7. TANGIBLE CAPITAL ASSETS

Cost	2019 Balance	Additions	Disposals	2020 Balance
Fire Protection				
Land	\$ 3,684	\$ -	\$ -	\$ 3,684
Buildings	65,506	-	-	65,506
Fire protection equipment	25,985	95,733	5,973	115,745
Fire truck	83,462	145,383	-	228,845
	178,637	241,116	5,973	413,780
Waterworks				
Generators	7,166	-	4,246	2,920
Computers	2,148	-	-	2,148
Office equipment	1,613	-	-	1,613
Pipeline system	604,832	12,561	-	617,393
Snootli Creek dam	27,420	-	-	27,420
Storage building	48,947	-	-	48,947
Waterworks equipment	17,479	-	-	17,479
	709,605	12,561	4,246	717,920
Waterworks - Compliance				
Water purification system	98,673	5,130	-	103,803
Well and upgrade water system	23,410	-	-	23,410
	122,083	5,130	-	127,213
	\$ 1,010,325	\$ 258,807	\$ 10,219	\$ 1,258,913

(continues)

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

7. TANGIBLE CAPITAL ASSETS (continued)

Net book value	2020	2019
Fire Protection		
Land	\$ 3,684	\$ 3,684
Buildings	32,926	33,598
Fire protection equipment	95,545	11,733
Fire truck	134,994	605
	<u>267,149</u>	<u>49,620</u>
Waterworks		
Generators	306	937
Computers	123	246
Office equipment	628	785
Pipeline system	270,182	262,879
Snootli Creek dam	13,449	13,723
Storage building	35,237	36,189
Waterworks equipment	560	700
	<u>320,485</u>	<u>315,459</u>
Waterworks - Compliance		
Water purification system	24,360	24,038
Well and upgrade water system	20,738	21,161
	<u>45,098</u>	<u>45,199</u>
	<u>\$ 632,732</u>	<u>\$ 410,278</u>

Included in the Waterworks pipeline system and water purification system are amounts totalling \$17,691. These amounts are for professional services incurred in the year for the improvements to the pipeline and water system that will occur subsequent to year end. As at December 31, 2020, these costs are not being amortized.

HAGENSBORG WATERWORKS DISTRICT

Notes to Financial Statements

Year Ended December 31, 2020

8. (UNRESTRICTED) OPERATING SURPLUS

	(Unrestricted) Waterworks Operating Surplus	(Unrestricted) Fire Protection Operating Surplus	(Unrestricted) Water Treatment System Operating Surplus	(Unrestricted) Operating Surplus
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 55,469	\$ (8,425)	\$ 18,925	\$ 65,969
Excess of revenues over expenses	41,155	62,938	24,487	128,580
Acquisition of tangible capital assets	(12,561)	(241,116)	(5,130)	(258,807)
Disposal of tangible capital assets	555	-	-	555
Increase in deferred capital contributions	-	72,740	-	72,740
Inter-fund transfers	(25,935)	185,486	(24,843)	134,708
ACCUMULATED SURPLUS, END OF YEAR	\$ 58,683	\$ 71,623	\$ 13,439	\$ 143,745

9. INVESTED IN TANGIBLE CAPITAL ASSETS

	Waterworks Invested in Tangible Capital Assets	Waterworks Invested in Tangible Capital Assets - Compliance	Fire Protection Invested in Tangible Capital Assets	Invested in Tangible Capital Assets
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 315,458	\$ 45,197	\$ 49,623	\$ 410,278
Deficiency of revenues over expenses	(6,980)	(5,231)	(17,938)	(30,149)
Acquisition of tangible capital assets	12,561	5,130	241,116	258,807
Disposal of tangible capital assets	(555)	-	-	(555)
Increase in deferred capital contributions	-	-	(72,740)	(72,740)
ACCUMULATED SURPLUS, END OF YEAR	\$ 320,484	\$ 45,096	\$ 200,061	\$ 565,641

HAGENSBORG WATERWORKS DISTRICT**Notes to Financial Statements****Year Ended December 31, 2020**

10. BUDGET FIGURES

The budget figures are adopted and approved by the Board of Trustees in October of each year. The financial plan is prepared on a cash basis for revenue and expenses.

Budget figures have not been audited, and are presented for comparative and information purposes only.

In accordance with PSAS, budget figures are presented on the same basis of accounting as the actual and comparative figures. Cash inflows and outflows contemplated in the budget include such things as capital expenditures. These items are not recognized as revenues or expenses in the statement of operations as they do not meet the definition of such under PSAS.

Legislation does not require the funding of non-cash items such as amortization expense and gains or losses on disposals of capital, thus there is no legislative requirement to include these items in the financial plan. As such, amortization expense and gains or losses on disposals of capital were not contemplated on development of the approved 2020 budget. However, amortization expense and a loss on disposal of tangible capital assets was recognized in the statement of operations in actual figures under PSAS.

11. COMPARATIVE FIGURES

The comparative figures have been reclassified where applicable to conform with the presentation used in the current year.

12. FINANCIAL INSTRUMENTS

The District is exposed to various risks through its financial instruments. The following analysis provides information about the District's risk exposure and concentration as of December 31, 2020.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The District is exposed to credit risk from customers. In order to reduce its credit risk, the District reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The balance of the allowance for doubtful accounts as of December 31, 2020 was \$nil (2019 - \$nil). The District has a significant number of customers which minimizes concentration of credit risk.

Unless otherwise noted, it is management's opinion that the District is not exposed to significant other price risks arising from these financial instruments.

Hagensborg Waterworks Dist
 Year End: December 31, 2020
 ADJUSTING JOURNAL ENTRIES
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

Board Meeting
 B3
 MAY 13 2021
 CCRD ITEM Part 2 (B) e)

Number	Date	Name	Account No	Debit	Credit
1	12/31/2020	Accounting	5610.2000	7,000.00	
1	12/31/2020	Accounting	5610.1000	7,000.00	
1	12/31/2020	Accrued Liabilities	2115.1000		7,000.00
1	12/31/2020	Accrued Liabilities	2115.2000		7,000.00
1	12/31/2020	Accounting	5610.2000		7,000.00
1	12/31/2020	Accounting	5610.1000		7,000.00
1	12/31/2020	Accrued Liabilities	2115.1000	7,000.00	
1	12/31/2020	Accrued Liabilities	2115.2000	7,000.00	
CC/ To reverse and record Tensici Piva LLP audit accrual.					
2	12/31/2020	Dividends	3100.1000	41.00	
2	12/31/2020	Interest Revenue	4440.1000		41.00
695/ To reallocate interest income.					
3	12/31/2020	Insurance	5685.1000	4,037.66	
3	12/31/2020	Prepaid Expenses	1320.1000		4,037.66
3	12/31/2020	Insurance	5685.2000	5,911.88	
3	12/31/2020	Prepaid Expenses	1320.2000		5,911.88
3	12/31/2020	Prepaid Expenses	1320.1000	2,739.98	
3	12/31/2020	Insurance	5685.1000		2,739.98
3	12/31/2020	Prepaid Expenses	1320.2000	3,469.43	
3	12/31/2020	Insurance	5685.2000		3,469.43
L/740/ To reverse and record prepaid insurance.					
4	12/31/2020	Accrued Interest - Receivable	1210.2000		9,868.73
4	12/31/2020	Interest Revenue	4440.2000	9,868.73	
4	12/31/2020	Accrued Interest - Receivable	1210.2000	21,191.01	
4	12/31/2020	Interest Revenue	4440.2000		21,191.01
C/ To reverse and record interest accrued on GIC.					
5	12/31/2020	Accum. Amort. - Buildings	1706.2000		672.00
5	12/31/2020	Accum. Amort. - Fire Equipment	1711.2000		11,921.00
5	12/31/2020	Accum. Amort. - Fire Truck	1716.2000		10,994.00
5	12/31/2020	Accum. Amort. - Comp. Water Pur. Sy	1806.1000		4,808.00
5	12/31/2020	Accum. Amort. - Comp. Well/Upgrade	1811.1000		423.00
5	12/31/2020	Accum. Amort. - Generator	1821.1000		76.00
5	12/31/2020	Accum. Amort. - Office Equipment	1826.1000		157.00
5	12/31/2020	Accum. Amort. - Pipeline System	1831.1000		5,258.00
5	12/31/2020	Accum. Amort. - Snootli Dam	1836.1000		274.00
5	12/31/2020	Accum. Amort. - Storage Building	1841.1000		952.34
5	12/31/2020	Accum. Amort. - Computers	1816.1000		123.00
5	12/31/2020	Accum. Amort. - Water Equipment	1851.1000		140.00

Hagensborg Waterworks Dist

Year End: December 31, 2020
 ADJUSTING JOURNAL ENTRIES
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

B3-1

Number	Date	Name	Account No	Debit	Credit
5	12/31/2020	Amortization Expense	5660.1000	6,980.34	
5	12/31/2020	Amortization Expense	5660.2000	23,587.00	
5	12/31/2020	Amortization Expense	5660.3000	5,231.00	
U/ To record current amortization.					
6	12/31/2020	Fire Equipment	1710.2000	23,990.89	
6	12/31/2020	Fire Truck	1715.2000		23,990.89
U/ To reallocate fire safety equipment.					
7	12/31/2020	Tax Exempt Properties	4155.1000	18,658.12	
7	12/31/2020	Deferred Income - Fire Protection	2120.2000		18,658.12
7	12/31/2020	Tax Exempt Properties	4155.2000		17,187.60
7	12/31/2020	Deferred Income - Fire Protection	2120.2000	17,187.60	
695/RR/ To record deferred tax exempt revenue for 2020 and recognize 2019 deferred revenue.					
8	12/31/2020	Accum. Amort. - Fire Equipment	1711.2000	5,972.73	
8	12/31/2020	Fire Equipment	1710.2000		5,972.73
8	12/31/2020	Accum. Amort. - Generator	1821.1000	3,690.88	
8	12/31/2020	Generator	1820.1000		4,245.76
8	12/31/2020	Gain/loss on disposal of assets	4470.1000	554.88	
U/ To record asset disposals.					
9	12/31/2020	Office Supplies	5700.1000	220.00	
9	12/31/2020	Office Supplies	5700.2000	220.00	
9	12/31/2020	Computers	1815.1000		220.00
9	12/31/2020	Computers	1815.2000		220.00
U/740/ To expense 50% reimbursement for laptop.					
10	12/31/2020	Pipeline System	1830.1000	12,560.65	
10	12/31/2020	Business Fees & Licenses	5625.1000		8,845.53
10	12/31/2020	Comp. Water Purification System	1805.1000	5,130.41	
10	12/31/2020	Business Fees & Licenses	5625.2000		8,845.53
U/740/ To reallocate pipeline and water system improvements.					
11	12/31/2020	Fire Equipment	1710.2000	48,749.10	
11	12/31/2020	Grants	4450.2000		48,749.10
U/695/ To record fire equipment					

Hagensborg Waterworks Dist
 Year End: December 31, 2020
 ADJUSTING JOURNAL ENTRIES
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

B3-2

Number	Date	Name	Account No	Debit	Credit
		received from FCABC grant.			
12	12/31/2020	Deferred capital contributions	2650.2000		67,090.96
12	12/31/2020	Grants	4450.2000	67,090.96	
		NN/695/ To record deferred capital contributions.			
				315,084.25	315,084.25
		Net Income (Loss)	109,969.97		

DRAFT FOR DISCUSSION PURPOSES ONLY

Hagensborg Waterworks District
 Year End: December 31, 2020
 RECLASSIFYING JOURNAL ENTRIES
 *** ATTENTION: DO NOT POST ***
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

B4

Number	Date	Name	Account No	Debit	Credit
R1	12/31/2020	NI WW Unrestricted Surplus	NI1	41,154.46	
R1	12/31/2020	NI WW Unrestricted Surplus - Contra	NI1-CONTRA		41,154.46
UU/ To reclass NI for: Waterworks Fund (Surplus - Unrestricted) - FUND 1.					
R2	12/31/2020	NI FP Unrestricted Surplus	NI2	62,937.43	
R2	12/31/2020	NI FP Unrestricted Surplus - Contra	NI2-CONTRA		62,937.43
UU/ To reclass NI for: Fire Protection Fund (Surplus - Unrestricted) - FUND 2.					
R3	12/31/2020	NI WW Cap. Dev. Reserve	NI3	87.49	
R3	12/31/2020	NI WW Cap. Dev. Reserve - Contra	NI3-CONTRA		87.49
UU/ To reclass NI for: Waterworks Capital Development Fund (Restricted) - FUND 3.					
R4	12/31/2020	NI WW Comp. Reserve	NI4	403.47	
R4	12/31/2020	NI WTS Comp. Reserve - Contra	NI4-CONTRA		403.47
UU/ To reclass NI for: Waterworks Compliance Reserve Fund (Restricted) - FUND 4.					
R5	12/31/2020	NI FP Cap. Dev. Reserve	NI5	11,034.11	
R5	12/31/2020	NI FP Cap. Dev. Reserve - Contra	NI5-CONTRA		11,034.11
UU/ To reclass NI for: Fire Protection Renewal Reserve Fund (Restricted) - FUND 5.					
R6	12/31/2020	NI WW Invested in TCA	NI6	6,980.34	6,980.34
R6	12/31/2020	NI WW Invested in TCA - Contra	NI6-CONTRA	6,980.34	
UU/ To reclass NI for: Waterworks Invested in Capital Fund - FUND 6.					
R7	12/31/2020	NI WWC Invested in TCA	NI7	5,231.00	5,231.00
R7	12/31/2020	NI WWC Invested in TCA - Contra	NI7-CONTRA	5,231.00	
UU/ To reclass NI for: Waterworks Invested in Capital Compliance Fund - FUND 7.					
R8	12/31/2020	NI FP Invested in TCA	NI8	17,937.97	17,937.97
R8	12/31/2020	NI FP Invested in TCA - Contra	NI8-CONTRA	17,937.97	
UU/ To reclass NI for: Fire Protection Invested in Capital Fund - FUND 8.					
R9	12/31/2020	NI WW Cont. Reserve	NI9	15.22	
R9	12/31/2020	NI WW Cont. Reserve - Contra	NI9-CONTRA		15.22
UU/ To reclass NI for: Waterworks Contingency Reserve Fund (Restricted) - FUND 9.					
R10	12/31/2020	NI WTS Unrestricted Surplus	NI10	24,487.10	
R10	12/31/2020	NI WTS Unrestricted Surplus - Contra	NI10-CONTRA		24,487.10

DRAFT FOR DISCUSSION PURPOSES ONLY

Hagensborg Waterworks District
 Year End: December 31, 2020
 RECLASSIFYING JOURNAL ENTRIES
 *** ATTENTION: DO NOT POST ***
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

B4-1

Number	Date	Name	Account No	Debit	Credit
UU/ To reclass NI for: Water Treatment System Fund (Surplus - Unrestricted) - FUND 10.					
R11	12/31/2020	Chequing #1000000-51136	1030.1000		23,478.00
R11	12/31/2020	Chequing #1000000-51136	1030.1000		24,842.00
R11	12/31/2020	Chequing #1000000-51136	1030.1000		43,358.00
R11	12/31/2020	Chequing #1000000-51136	1030.1000		5,422.00
R11	12/31/2020	Cap. Dev. Reserve #201000-51136	1034.1000	23,478.00	
R11	12/31/2020	Compliance Reserve #2020000-51136	1036.1000	24,842.00	
R11	12/31/2020	Fire Prot. Reserve #2030000-51136	1038.2000	43,358.00	
R11	12/31/2020	Contingency Reserve #6625001-13050	1040.1000	5,422.00	
A/ To record outstanding transfers not made during the year as required as per Board approved 2020 Budget.					
R12	12/31/2020	Capital - FP TCA Transfer	3708FP		168,375.80
R12	12/31/2020	Unrestricted Sur. - FP Transfer	3702FP	168,375.80	
R12	12/31/2020	Unrestricted Sur. - WW Transfer	3701WW	12,005.77	
R12	12/31/2020	Capital - WW TCA Transfer	3706WW		12,005.77
R12	12/31/2020	Unrestricted Sur. - WTS Transfer	3710WTS	5,130.41	
R12	12/31/2020	Capital - WWC TCA Transfer	3707WW		5,130.41
UU/ To record the equity transfer in assets for: additions - WW.					
R13	12/31/2020	Unrestricted Sur. - WW Transfer	3701WW	1,148.00	
R13	12/31/2020	Unrestricted Sur. - FP Transfer	3702FP	21,028.00	
R13	12/31/2020	WWCap. Dev. Reserve Transfer	3703WW		1,148.00
R13	12/31/2020	FP Fire P. Reserve Transfer	3705FP		21,028.00
UU/ To record the inter-fund transfers between the FP Surplus, WW Surplus, WTS Surplus, WW Capital Development Fund, WW Compliance Fund and FP Renewal Reserve Fund.					
R14	12/31/2020	Unrestricted Sur. - WTS Transfer	3710WTS	2,505.00	
R14	12/31/2020	WTS Com. Reserve Transfer	3704WW		2,505.00
UU/ To record the inter-fund transfer between the WTS Surplus and WW Compliance Reserve.					
R15	12/31/2020	Unrestricted Sur. - WW Transfer	3701WW	22,330.00	
R15	12/31/2020	Unrestricted Sur. - FP Transfer	3702FP	22,330.00	
R15	12/31/2020	Unrestricted Sur. - WTS Transfer	3710WTS	22,337.00	
R15	12/31/2020	WWCap. Dev. Reserve Transfer	3703WW		22,330.00
R15	12/31/2020	WTS Com. Reserve Transfer	3704WW		22,337.00
R15	12/31/2020	FP Fire P. Reserve Transfer	3705FP		22,330.00
UU/ To record the inter-fund transfers between the FP Surplus, WW Surplus, WTS Surplus, WW Capital Development Fund, WW Compliance Fund and FP Renewal Reserve Fund.					
R16	12/31/2020	Unrestricted Sur. - WW Transfer	3701WW	2,458.00	

Hagensborg Waterworks District
 Year End: December 31, 2020
 RECLASSIFYING JOURNAL ENTRIES
 *** ATTENTION: DO NOT POST ***
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

B4-2

Number	Date	Name	Account No	Debit	Credit
R16	12/31/2020	Unrestricted Sur. - FP Transfer	3702FP	2,964.00	
R16	12/31/2020	WWContingency Reserve Transfer	3709WW		5,422.00
UU/ To record the inter-fund transfers between the FP Surplus, WW Surplus, WTS Surplus, and WW Contingency Fund.					
R17	12/31/2020	Unrestricted Sur. - FP Transfer	3702FP		231,811.89
R17	12/31/2020	WWCap. Dev. Reserve Transfer	3703WW	36,475.86	
R17	12/31/2020	FP Fire P. Reserve Transfer	3705FP	195,336.03	
UU/ To record the inter-fund transfers between the FP surplus and WW Capital Development fund and FP Renewal Reserve.					
R18	12/31/2020	Surplus:Unrestricted Surplus:Waterworks Surplu	098.107.9560WW		55,470.08
R18	12/31/2020	Surplus:Unrestricted Surplus:Fire Protection Su	098.107.3560FP	8,428.37	
R18	12/31/2020	Surplus:Unrestricted Surplus:Water Treat. surpl	098.107.3560WTS		18,924.78
R18	12/31/2020	Surplus:Reserve Funds:Capital Dev. Reserve Su	098.099.3360WW		85,417.52
R18	12/31/2020	Surplus:WTS Reserve Funds:Compliance Res S	098.099.3361WW		617,420.96
R18	12/31/2020	Surplus:Reserve Funds:Fire P. Reserve Fund S	098.099.3355WW		604,365.79
R18	12/31/2020	Surplus:Reserve Funds:Contingency Reserve St	098.099.3362		19,861.07
R18	12/31/2020	Surplus:Surplus Invested In Capital:Invested in	098.103.3391WW		45,198.17
R18	12/31/2020	Surplus:Surplus Invested In Capital:Invested in	098.103.3390FP		49,620.54
R18	12/31/2020	Surplus:Surplus Invested In Capital:Invested in	098.103.3390WW		315,459.03
R18	12/31/2020	Retained Earnings - Previous Year	3560		33,561.39
R18	12/31/2020	Retained Earnings - Previous Year	3560.1000	1,166,536.48	
R18	12/31/2020	Retained Earnings - Previous Year	3560.2000	646,301.63	
R18	12/31/2020	Retained Earnings - Previous Year	3560.3000	24,032.85	
UU/ To allocate retained earnings.					
R19	12/31/2020	Grants	4450.2000		23,990.89
R19	12/31/2020	Provincial Tax	4150.2000	23,990.89	
695/ To reclassify government grant.					
R20	12/31/2020	GST Receivable	1211.2000		19.88
R20	12/31/2020	GST Paid on Purchases	2315.2000	19.88	
R20	12/31/2020	GST Receivable	1211		3,092.00
R20	12/31/2020	GST Paid on Purchases	2315	3,092.00	
C/CC/ To reclassify GST Receivable.					
R21	12/31/2020	Single Family Dwelling	4010	79.75	
R21	12/31/2020	Single Family Dwelling	4010.1000	15,307.80	
R21	12/31/2020	Additional Dwelling/Cabin	4012.1000	2,831.13	
R21	12/31/2020	Public Recreation Location	4020.1000	79.69	
R21	12/31/2020	Campground Pad	4025.1000	518.38	
R21	12/31/2020	Hotel/Motel	4030.1000	79.75	
R21	12/31/2020	Hotel Unit - each	4032.1000	558.25	
R21	12/31/2020	Restaurant/Coffee Shop	4035.1000	358.88	
R21	12/31/2020	Swimming Pool - Commercial	4040.1000	79.75	

Hagensborg Waterworks District
 Year End: December 31, 2020
 RECLASSIFYING JOURNAL ENTRIES
 *** ATTENTION: DO NOT POST ***
 Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

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Number	Date	Name	Account No	Debit	Credit
R21	12/31/2020	Swimming Pool - Resident	4042.1000	38.86	
R21	12/31/2020	Office Building- 2 or less	4050.1000	358.88	
R21	12/31/2020	Office Building - 3 or more	4052.1000	119.63	
R21	12/31/2020	Commercial Complex	4054.1000	1,196.25	
R21	12/31/2020	Warehouse/Hanger	4056.1000	558.25	
R21	12/31/2020	Church	4060.1000	79.75	
R21	12/31/2020	Cottage Industry	4070.1000	159.50	
R21	12/31/2020	School, Gymnasium and Library	4080.1000	1,315.88	
R21	12/31/2020	Standpipe/Out Building	4090.1000	1,892.25	
R21	12/31/2020	Single Family Dwelling	4010.3000		15,387.55
R21	12/31/2020	Additional Dwelling/Cabin	4012.3000		2,831.13
R21	12/31/2020	Public Recreation Location	4020.3000		79.69
R21	12/31/2020	Campground Pad	4025.3000		518.38
R21	12/31/2020	Hotel/Motel	4030.3000		79.75
R21	12/31/2020	Hotel Unit - each	4032.3000		558.25
R21	12/31/2020	Restaurant/Coffee Shop	4035.3000		358.88
R21	12/31/2020	Swimming Pool - Commercial	4040.3000		79.75
R21	12/31/2020	Swimming Pool - Resident	4042.3000		38.86
R21	12/31/2020	Office Building- 2 or less	4050.3000		358.88
R21	12/31/2020	Office Building - 3 or more	4052.3000		119.63
R21	12/31/2020	Commercial Complex	4054.3000		1,196.25
R21	12/31/2020	Warehouse/Hanger	4056.3000		558.25
R21	12/31/2020	Church	4060.3000		79.75
R21	12/31/2020	Cottage Industry	4070.3000		159.50
R21	12/31/2020	School, Gymnasium and Library	4080.3000		1,315.88
R21	12/31/2020	Standpipe/Out Building	4090.3000		1,892.25
R21	12/31/2020	Shower House	4026.1000	59.81	
R21	12/31/2020	Smoke House	4027.1000	19.94	
R21	12/31/2020	Gazebo	4028.1000	19.94	
R21	12/31/2020	COVID-19 Discount	4240.1000		1,225.22
R21	12/31/2020	Shower House	4026.3000		59.81
R21	12/31/2020	Smoke House	4027.3000		19.94
R21	12/31/2020	Gazebo	4028.3000		19.94
R21	12/31/2020	COVID-19 Discount	4240.3000	1,225.22	
695/ To reclassify WTS revenue for presentation purposes.					
R22	12/31/2020	Interest Revenue	4440.2000	11,575.34	
R22	12/31/2020	Interest Revenue	4440.1000		11,575.34
695/ To reallocate Waterworks interest earned in complince reserve bank account.					
				2,692,707.44	2,692,707.44
Net Income (Loss)			109,969.97		

Hagensborg Waterworks District

Year End: December 31, 2020

Unrecorded journal entries

*** ATTENTION: DO NOT POST ***

Date: 1/1/2020 To 12/31/2020

Planning by	Prepared by	Reviewed by	Partner
	ND 3/20/2021	SA 3/25/2021	

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Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
U1	12/31/2020	Accum. Amort. - Fire Equipment	1711.2000	U. 4		2,150.39			
U1	12/31/2020	Accum. Amort. - Fire Truck	1716.2000	U. 4			1,225.54		
U1	12/31/2020	Amortization Expense	5660.2000	U. 4			924.85		
U/740/ To prorate amortization.									
U2	12/31/2020	Fire Equipment	1710.2000	U/740		1,403.01			
U2	12/31/2020	Freight Expense	5300.2000	U/740			1,403.01		
U/740/ To capitalize shipping fees on fire equipment.									
						3,553.40	3,553.40		
Net Income (Loss)			112,297.83						

DRAFT FOR DISCUSSION PURPOSES ONLY

*Denotes Incorporation

March 29, 2021

Central Coast Regional District
RE: Hagensborg Waterworks District
PO Box 25
Hagensborg B.C. V0T 1H0

Board Meeting

MAY 13 2021

CCRD ITEM Part 2(B)F)

Dear Board of Directors:

This letter has been prepared to assist you with your review of the financial statements of Hagensborg Waterworks District for the year ending December 31, 2020. We look forward to discussing the matters outlined below.

Significant Difficulties Encountered

There were no other significant difficulties encountered during our audit other than those outlined in our management letter (see attached).

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 2 to the financial statements.

- a. There were no significant changes in accounting policies
- b. We did not identify any alternative accounting policies that would have been more appropriate in the circumstances
- c. We did not identify any significant accounting policies in controversial or emerging areas.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention other than the following:

- 1. Disclosure of the dissolution of Hagensborg Waterworks District as of January 1, 2021.

Misstatements

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. We then requested that management correct these misstatements. All uncorrected misstatements for the current period have been corrected with the exception of two. Uncorrected misstatements - see attached schedule of unadjusted errors. Corrected misstatements - see attached adjusting and reclassifying journal entries.

There are no uncorrected misstatements from prior year financial statements.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a risk is not treated by a control or when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

Significant Deficiencies in Internal Control *(continued)*

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain and understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgement, would be considered deficiencies, apart from those outlined in the management letter (see attached).

Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian generally accepted accounting principles.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.

We would like to thank you for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Hagensborg Waterworks District to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

TENISCI PIVA LLP

Mario Piva, BComm, CPA, CA

Encl.

DRAFT FOR DISCUSSION PURPOSES ONLY



To: Courtney Kirk, CAO

From: Yene Byun, Finance Manager

Meeting Date: May 13, 2021

Subject: Outstanding Water Tolls

Board Meeting
 MAY 13 2021
 CCRD ITEM Part 2 (B) g)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District authorize Administration to send out a Notice of Water Shut Off to those premises that have 2021 Water Toll charges outstanding on May 31, 2021, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354.

Issue/Background Summary:

Self-explanatory.

Policy, Bylaw or Legislation:

In accordance with Bylaw 282 and amending Bylaw 354 the Board of Directors may by resolution, order the water shut off to any premises in which there are tolls or other charges owing for 120 days or longer.

Financial/Budgetary Implications:

The Regional District's annual budget for the supply and distribution of potable water relies 100% on water tolls from water users. Currently, of the \$52,211 revenue, \$7,571 or 14.5 % is outstanding and not yet collected.

Time Requirements – Staff and Elected Officials:

None for elected officials, minimal staff time required.

Options to Consider:

1. Send out Notice of Water Toll Shut Off
2. Determine potential to defer notices.

Submitted by: _____
Yene Byun, Finance Manager

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer